

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING FUNCTIONS**

In conformity with the objective, the Board is vested with the authority to oversee, within the State of Punjab, the application of following laws and rules relating to pollution control:

**5.1 TECHNICAL MATTERS**

- 1 Water (Prevention & Control of Pollution) Act, 1974 as amended in 1988.
- 2 Water (Prevention & Control of Pollution) Cess Act, 1977.
- 3 Air (Prevention & Control of Pollution) Act, 1981 as amended in 1987.
- 4 Environment[Protection] Act, 1986
- 5 Hazardous Wastes [Management & Handling] Rules, 1989 as amended in 2003.
- 6 Manufacturing, Storage and Import of Hazardous Chemicals Amendment, 2000.
- 7 Public Liability Insurance Act, 1991.
- 8 Bio-Medical wastes [Management& Handling] Rules, 1998.
- 9 Recycled Plastics Manufacture & Usage Rules, 1999.
- 10 Municipal Solid Wastes[Management& Handling] Rules, 2000
- 11 Batteries[Management& Handling] Rules, 2001

**The above Enactments have been made by the Parliament of India and are electronically available on the website of Union Ministry of Environment & Forests, New Delhi.**

The copies of all the consents/authorization granted by the Board and register maintained thereof under the provisions of said Acts and Rules are retained by the Board.

**5.2 ADMINISTRATIVE MATTER**

The employees of the Board are governed by the Employees Service Regulations, 2002, which have been duly approved by the State

Government under sub-section 3(3A) of section 12 of the Water (Prevention & Control of Pollution) Act, 1974 and as per instructions issued by the State Government from time to time.

Also the Board has maintained the service record of each employee in the Head Office as per rule 12.1 of CSR Volume-I Part-I.

The maintenance of service record is dispensed with in the case of Board employees whose service particulars are recorded in the history of service or a service register by the Chairman or Member Secretary.

The form presently prescribed by the Board for the maintenance of service record is A.T.C. 3-A.

All the incidents relating to the official career of the Board employees which is a bearing on pay, promotion, leave etc. recorded in the service record of such a Board employees particularly in respect of the following incidents along with the dates and the relevant authentication/orders:-

- i. Appointment and joining
- ii. Grant of increment or with holding of increment.
- iii. Grant of higher grade under the ACP scheme.
- iv. Fixation of pay
- v. Grant of leave
- vi. Deputation/transfer
- vii. Suspension or interruption in service along with details of the period of thereof.
- viii. Reinstatement
- ix. Resignation
- x. Termination of service along with its reasons
- xi. promotion
- xii. Compulsory/Premature/Voluntary Retirement
- xiii. Removal or dismissal from service
- xiv. Reversion
- xv. Reduction in rank or pay along with the precise reasons thereof viz. whether reduction is on account of in efficiency or reduction in establishment or abolition of the post held by the employees.
- xvi. Retirement on superannuation.

Each entry in the service record neatly made and duly attested by the Chairman or Member Secretary, as the case may be. However where an

employee himself is the Chairman or Member Secretary, the attestation of the entries in his service record shall be made by the next higher authority.

The attesting officer is ensured that the entries are made regularly and in proper manner in the service book.

Erasure, over writing or interpolation in the service record are not permissible and all corrections where necessary shall be made under proper attestation by the attesting officer.

Chairman or Member Secretary, as the case may be, may authorize any responsible official, preferably who supervises the office, under him not below the rank of the Administrative officer/Asstt. Personnel officer to whom the service record pertains to attest the entries made in that record from time to time. Such authorization will, however, not absolve him of any responsibility for ensuring accuracy of the entry so attested.

It shall be the duty of every Chairman or Member Secretary as the Case may be to initiate to show the service book, every financial year within its first quarter, to the Board employees concerned under his administrative control and obtain his signatures thereon in respect of each entry in token of his having seen the service book. A certificate to the effect that necessary action in this behalf has been taken in respect of the preceding financial year shall be submitted by the concerned Chairman or Member Secretary, as the case may be, to the next higher authority by the end of every September. Before affixing his signatures the Board employee concerned shall ensure that his service has been duly verified and certified as required by the rules.

The service record including the service book required to be maintained under the preceding rules shall be kept in the custody of the Chairman or Member Secretary, as the case may be in which the Board employee is serving and it shall be transferred to the office to which such a Board employee may be transferred. The service record so maintained shall in no case be made over to the Board employees concerned.

If the Board employee is transferred to foreign service, his Chairman or Member Secretary, as the case may be, shall note therein the order sanctioning the transfer, effect of the transfer in regard to leave admissible during the foreign service and such other particulars as he may consider necessary in connection with the transfer. On retransfer of the Board employee from foreign service to Board service, his Chairman or Member Secretary, as the case may be, shall note in it all necessary particulars connected with his foreign service, including the facts of recovery of leave and pension contributions.

A Board employee shall be entitled to have a certified copy of his service book on payment of such amount as may be fixed by the Deptt. of Finance by a general or special order as copying fee and cost of the service book and also to have all subsequent events and entries recorded therein under proper attestation by the attesting officer.

### **5.3 SCIENTIFIC RECORD**

1. Record of the analysis reports are maintained in the office and is in the custody of record keeper.
2. Record regarding analysis of samples are maintained in the registers and is in the custody of analyst.
3. All files related to the Laboratory are kept in the custody of record keeper.