

**STATEMENT OF CATEGORIES OF THE DOCUMENTS THAT ARE  
HELD BY BOARD OR UNDER ITS CONTROL**

The Member Secretary of the Board is the overall custodian of all records of the Board. The various types of records held by the Board are as under:-

**6.1 CONSENT MANAGEMENT**

- I. Files of individual industries, Local Bodies, Health Care Establishments, and common biomedical waste treatment facilities.
- II. Consents granted under Water (Prevention & Control of Pollution) Act, 1974
- III. Consents granted under Air (Prevention & Control of Pollution) Act, 1981.
- IV. Authorizations granted under Hazardous Waste (Management & Handling) Rules, 1989 as amended in 2000.
- V. Authorizations granted under Bio-Medical Waste (Management & Handling) Rules, 1998.
- VI. Authorizations granted under Municipal Solid Waste (Management & Handling) Rules, 2000.
- VII. Registrations granted under Recycled Plastics Manufacture & Usage Rules, 1999.
- VIII. Environmental Data base of the State.
- IX. Reports regarding various environmental studies conducted by the Board in the State.
- X. Misc. records

**6.2 ADMINISTRATIVE MATTERS**

The following documents are kept in the personal files of the employees:-

1. Application for appointment with certificates of academic qualifications / date of birth / SC/BC Category / experience.
2. Appointment letter.

3. Medical fitness certificate.
4. Verification of character antecedents.

The personal files, service books, property returns and seniority lists of the employees are remained in the custody of the concerned Record Keeper.

The documents regarding ACRs of the officers/officials are to be maintained by the Member Secretary of the Board as per sub rule 9(9) of the Water (Prevention & Control of Pollution) Rules, 1977.

The agendas and proceedings of the boards meetings are kept in the custody of the concerned dealing assistant/record keeper.

The agendas and proceedings of the meetings of the Selection Committee are kept in the custody of the concerned Officer Incharge.