



PUNJAB POLLUTION CONTROL BOARD

HEAD OFFICE LAB. VATAVARAN BHAWAN, PATIALA

Ph 0175--2215793, 2215802, PBX: 2227925,2 200282, 2200557, 2200897 FAX: 0175- 2306990

Web:www.ppcbonline.org

No. SEE (H Q-II)/ 2015/15518-52

Date:11.03.2015

To

- i) The Chief Environmental Engineer,
Punjab Pollution Control Board,
Ludhiana/Jalandhar/Patiala/PBIP/HQ
- ii) The Senior Environmental Engineer,
Punjab Pollution Control Board,
Zonal Office-I/II, Patiala Ludhiana-I/II/
Jalandhar, Bathinda, Amritsar,
- iii) The Special Secretary,
Punjab Pollution Control Board
Regional Office, Mohali.
- iv) The Senior Scientific Officer,
Punjab Pollution Control Board
Head Office, Patiala.
- v) The Environmental Engineer,
Regional Office,Patiala, Hoshiarpur/ Mohali/
LDH-I/II/III/IV/JAL/ASR/Batala/Sangrur/Fatehgarh Sahib,
Bathinda and Faridkot.
- vi) The Environmental Engineer(Const)/
HWM/ HQ-1/II/RTI
Punjab Pollution Control Board
Head Office, Patiala.
- vii) The Administrative Officer -1/II,
Punjab Pollution Control Board
Head Office, Patiala.
- viii) The Scientific Officer(Air),
Punjab Pollution Control Board
Head Office, Patiala.

Subject : Uniform visit report for Field Officers of the Punjab Pollution Control Board

It has been observed by the Competent authority that either the industries are not regularly visited as per the frequency / guidelines issued from time to time by the Board /Central Pollution Control Board or there is no track of visits made by Field Officers. In certain cases, performance of pollution control equipments is not adjudged regularly and industries keep on polluting the environment in absence of proper surveillance by the Board. It was also observed that in certain cases some industries are repeatedly visited whereas in other cases some industries are not checked for considerable period of time and hence resultantly no action is being taken against the defaulting units. The matter was deliberated in the Core Committee Meeting held on 19.02.2015 in the

Committee Room, Head Office, Patiala. Accordingly, a uniform visit report performa has been designed and each and every officer of the Board is required to prepare the Visit report in the enclosed format while making visit to any industry in future. All the Regional Offices/Zonal Offices will send the list of the industries visited by them and their subordinate officers to SEE(HQ-2) by every Monday which will be put-up to the Hon'ble Chairman for random checks to verify the authenticity of the visits, if required

You are, therefore, requested to ensure that each and every officer working under you must prepare the visit report as per enclosed format and send the details of the industries visited to head office by every Monday at hq2see@yahoo.com.

Any deviation in the instructions will be viewed very seriously.

DA/As above

Sd/-

Member Secretary

Endst. No. 15553

Dated 11/3/2015

A copy of the above is forwarded to the PS to Chairman for information and necessary action please.

Sd/-

Member Secretary



PUNJAB POLLUTION CONTROL BOARD

VISIT REPORT

1.	Name & Address of the Industry	:			
2.	Category (Please tick)	:	<input type="checkbox"/> Red	<input type="checkbox"/> Orange	<input type="checkbox"/> Green
3.	Scale of industry (Please tick)	:	<input type="checkbox"/> Large	<input type="checkbox"/> Medium	<input type="checkbox"/> Small
4.	Operational Status of the industry <small>(In operation/ Not in operation/ Closed (Temporary/Permanent))</small>	:			
5.	Date of Visit	:			
6.	Person contacted	:			
7.	Name of visiting officer(s)	:			
8.	Manufacturing Details				
	Main Raw Material	Quantity	Units	Main Product / By-Product	Installed capacity
	Units				Units
a.					
b.					
c.					
d.					
9.	Manufacturing Process details in brief				
A. WATER POLLUTION CONTROL STATUS (May attach separate sheet if need be)					
1.	Sources of Water Supply & Effluent		:		
	Particulars	Process	Cooling	Domestic	Other
a.	Water Usage (In m ³ per day)				
b.	Recycling Detail (In m ³ per day)				
c.	Waste Water Generation (In m ³ per day)				
d.	Waste Water Treatment • Installed / Not installed / Not required / Recirculation.				
2.	Mode of disposal For Discharge (Sewer/Onto land for irrigation/Others)				
3.	Land details in case Disposal on To Land(owner/on lease)				
4.	ETP/STP Operational status		:	ETP	STP
	• Operational/ Non Operational		:		
	• Reason for non- operation of ETP		:		
5.	ETP/STP Components				

6.	Status of water meter		Installed (Yes/No)	Reading
	i) Submersible pumps	:		
	ii) Outlet of ETP	:		
	iii) Others(Specify)	:		
7.	Any arrangement to Bye-pass untreated effluent directly or through some arrangement made in ETP.	:		
8.	Whether samples of effluent collected. If so, brief details thereof.	:		

B. AIR POLLUTION CONTROL STATUS (May attach separate sheet if need be)

1. Source of Air pollution / Control measures

	Particular (Boiler/Furnace/Process Emission/D.G. Set)	Capacity (Ton Per Hour / KVA)	Type of Fuel	Quantity of Fuel (In KL Per Day or Ton Per Day)	Stack Height (In Meters) (AGL: Above Ground Level; ARL: Above Roof Level)	Details of Air Pollution Control Device
a.						
b.						
c.						
d.						
e.						

2. Whether emission samples collected. If so, brief details, thereof :

C. Details of Hazardous Waste Generated(May attach separate sheet if need be)

Cat. No.	Qty. Generated	Qty. & date of last lifting	Total Stored in the industry

D. Record Maintenance details

1.	Status of energy meter	Installed (Yes/No)	Reading
	ETP		
	APCD		
2.	Record regarding operation of	Maintained (Yes/No)	Not maintained Properly
	ETP		
	APCD		
	Water meter		

E. Any other observations(May attach separate sheet if need be)

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(Signature of Representative of Industry)

**(Signature of visiting officer with
date)**