

Punjab Pollution Control Board

Vatavaran Bhawan, Nabha Road, Patiala

No. Admn./SA-5/2021/527

Date 5/10/2021

OFFICE ORDER

Subject: Clearing e-portals before proceedings on long leave.

It has been observed that some of the officials / officers while proceeding on long leave, do not clear their e-portals (OCMMS, e-noting, e-office, PBGRAM etc.) and the applications / other communications remained unattended during their leave period resulting in un-necessary delay while processing such cases.

In view of the above, all the officials / officers of the Board are directed to ensure to clear their e-portals while proceeding on long leave. In case, due to any reason, the pending applications / communications could not be dealt before proceeding on long leave, then such un-dealt papers should be transferred to the senior hierarchy so as to facilitate him to get these papers dealt by their counterparts / other officers.

This order will come into force with immediate effect.

Dated : 13.09.2021

Place : Patiala

Er. Krunesh Garg
Member Secretary

Endst. No. Admn./SA-5/2021/21990-98

Dated 5/10/2021

A copy of the above is forwarded to the following for information and meticulous compliance by all the offices:

1. The Chief Environmental Engineer, Punjab Pollution Control Board, Patiala / Ludhiana / Jalandhar / Bathinda / HQ / PBIP.
2. The Senior Environmental Engineer, Punjab Pollution Control Board, Zonal Office-1/2, Patiala / Ludhiana-1/2 / Jalandhar / Amritsar / Bathinda / HQ-1/2/3.
3. The Special Secretary (P&G), Punjab Pollution Control Board, SAS Nagar.
4. The Environmental Engineer, Punjab Pollution Control Board, Regional Office, Patiala / Ludhiana- 1 / 2 / 3 / 4 / Sangrur / Jalandhar-1 / 2 / Hoshiarpur / Bathinda / Batala / Amritsar / Fatehgarh Sahib / Faridkot / Roopnagar / Mohali.
5. The Environmental Engineer (Const. / HWM / Computers / PR / EPA / Mega), Punjab Pollution Control Board, Patiala.
6. The Scientific Officer, Punjab Pollution Control Board, Water / Air Laboratory, Patiala / Zonal Laboratory, Ludhiana / Jalandhar.
7. The Deputy Controller (F&A), Punjab Pollution Control Board, Head Office, Patiala.
8. The Assistant Personnel Officer/Assistant Administrative Officer, Punjab Pollution Control Board, Patiala.
9. P.S. to Chairman / P.A. to Member Secretary, Punjab Pollution Control Board, Head Office, Patiala.


4/10/21
Administrative Officer