

Punjab Pollution Control Board

Vatavaran Bhawan, Nabha Road, Patiala.

No. 554.....

Date. 14.11.2018

Office Order

The Board has constructed its own office buildings at various locations in the State of Punjab for its working. It is observed that maintenance of these office buildings is not being carried out properly and the condition of these buildings is found to be deteriorating day by day, ^{as observed} by the Senior Officers of the Board. To improve the conditions of office buildings it is decided to upgrade the construction wing of the Board by creating central construction division at Head Office and at Regional Office level and to delegate Financial Powers to the officers of the Board for maintenance of the concerned office buildings as under:

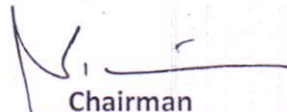
S. No.	Name of Station / Location	Designation of Post	Strength of required staff	Remarks	Financial Powers for construction work only
1.	Central Division, at Head office, Patiala	Chairman	-	-	Full Powers
		Member Secretary	-	-	Upto Rs.1,00,000/- per item
		Chief Environmental Engineer	1	Additional charge with CEE (HQ)	Upto Rs.50,000/- per item Maximum Rs.5,00,000/- per annum
		Senior Environmental Engineer	1	Additional charge with SEE (HQ-1)	Upto Rs.25,000/- per item Maximum Rs.3,00,000/- per annum
		Environmental Engineer (Const.)	1	Existing	Upto Rs.10,000/- per item Maximum Rs.3,00,000/- per annum
		Asstt. Environmental Engineer (Civil)	1	Existing	Upto Rs. 5,000/- per item maximum Rs. 50,000/- per annum.
		Junior Environmental Engineer (Civil)	1	Existing	-
		Junior Environmental Engineer (Electrical)	1	Can be employed on outsource basis / New Appointment.	-
		Superintendent/Head clerk	1	Can be employed from the existing staff	
		Senior Asstt.	1	Can be employed from the existing staff	
		Steno-typist (For EE)	1	Can be employed from the existing staff/New appointment	
		Data Entry Operator	1	Can be employed from the existing staff/New Appointment	
Draftsman	1	Can be employed on deputation/ work can be outsourced for the time being.			

		Section Officer	1	Can be given additional charge to existing S.O.	
		Senior Assistant (Accounts)	1	Can be given additional charge to existing S.A.	
		Peon (1-EE, 1-AEEs/JEEs & 1-Clerical Staff)	3	Can be employed from the existing staff	
2.	Buildings other than Head Office, Patiala	Concerned Regional Environmental Engineer	1	Existing	Upto Rs.5,000/- per item Maximum Rs.1,00,000/- per annum
		Asstt. Environmental Engineer (Civil)	1	Additional charge can be given to the existing Asstt. Environmental Engineer (Civil) dealing with the local area & will process the cases through the Environmental Engineer Incharge of the concerned Regional office.	
		Junior Environmental Engineer (Civil)	1	Additional charge can be given to the existing Junior. Environmental Engineer (Civil) and will work under the supervision of AEE/EE.	
		Senior Assistant	1	Existing	

Note:

1. In case of Ludhiana, the work regarding maintenance of buildings shall be looked after by Environmental Engineer, Regional Office-I, Ludhiana.
2. All the concerned Regional Environmental Engineers will decide the cases as per their competency and shall send a copy of the orders passed to Environmental Engineer (Construction), Head Office, Patiala for information and record.
3. All the concerned Regional Environmental Engineers will route other cases (beyond their competency) regarding maintenance of the office building through Environmental Engineer (Const.), Head Office, Patiala for necessary decision / orders as per competency assigned. In these cases, necessary office orders after approval of competent authority shall be issued by Head Office Branch.
4. Work would be carried out as per the norms and instructions of the Government after adopting the proper procedure. The necessary record of various approval be kept in the concerned Regional Office as well as Head Office of the Board.
5. Construction wing of Head office Patiala will check the office buildings other than Head Office building atleast once a year to keep check the maintenance & upkeep and report accordingly.
6. The concerned Environmental Engineer Regional Office shall be responsible for the proper maintenance of the buildings.

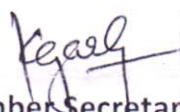
These orders will come into force with immediate effect.


Chairman

Endst. No. Admn./SA-2/F.No.832/2012/33330-67Dated 14/11/2018

A copy of the above is forwarded to the following for information & necessary action:

1. The Chief Environmental Engineer, Punjab Pollution Control Board, H.Q. Patiala / Ludhiana / Patiala / Jalandhar/ Bathinda.
2. The Senior Environmental Engineer, Punjab Pollution Control Board, Zonal Office, Patiala-1/2, Ludhiana-1/2 / Jalandhar / Amritsar / Bathinda.
3. The Senior Environmental Engineer (HQ-1/2/EPA), Punjab Pollution Control Board, Patiala.
4. The Senior Scientific Officer, Punjab Pollution Control Board, Patiala.
5. The Environmental Engineer, Punjab Pollution Control Board, Regional Office, Patiala/ Ludhiana-1 / 2 / 3 / 4 / Jalandhar / Amritsar / Hoshiarpur / Sangrur / Bathinda / Batala / Faridkot / Fatehgarh Sahib / Mohali.
6. The Environmental Engineer (CSA/Const./Computers/HWM/RTI), Punjab Pollution Control Board, Patiala.
7. The Administrative Office, Punjab Pollution Control Board, Patiala.
8. The Deputy Controller.(F&A), Punjab Pollution Control Board, Patiala.
9. The P.S. to Chairman / P.A to Member Secretary, Punjab Pollution Control Board, Patiala.


Member Secretary

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