



JHARKHAND STATE POLLUTION CONTROL BOARD

T.A. DIVISION BUILDING (GROUND FLOOR), H.E.C., DHURWA, RANCHI -834004

Phone.:2400852, 2400851, Fax:0651- 2400850, Web Site – www.jspcb.org

Ref. No:- PC/DUM/C-332/2014-

Ranchi, Date:-

For Internal Circulation

From,

**Member Secretary
Jharkhand State Pollution Control Board, Ranchi**

To,

**The Regional Officer, Regional Office J.S.P.C.B Ranchi/
Regional Office cum Laboratory, Jamshedpur/
Hazaribagh/Dhanbad/Dumka**

Sub:- Working schedule and file keeping for quick disposal of applications submitted through(Online Consent Management and Monitoring System) OCMMS –Regarding.

Online Consent Management and Monitoring System has been started in the Board. For quick disposal of applications following maximum time schedule has been prescribed for all the officers of Regional offices is as below:-

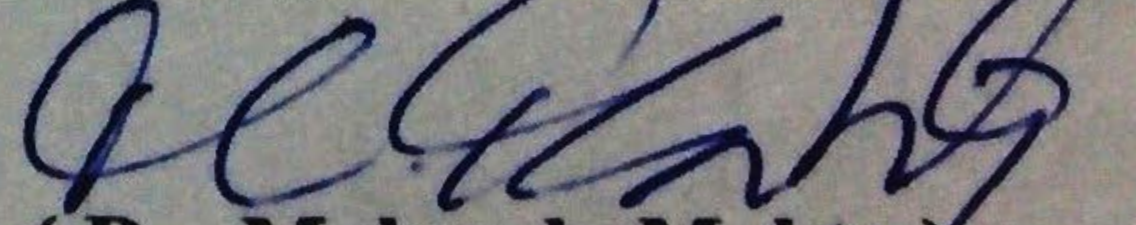
Receiving clerk	JEE/SA/ASO	Regional Officer
1.After receipt of application he will forward the application to concerned JEE/SA/ASO within 2 working days	1.After proper scrutiny he will forward the application to RO within 3 working days.	1.(A) If the application is incomplete he will raise the clarification to the unit within 3 working days with copy to Head Office. 1.(B) If the application is complete in all respect he will instruct within 3 days to the concerned officer to do inspection of the unit.
	2. After getting instruction for inspection the concerned JEE/SA/ASO will do the inspection of the unit and submit the inspection report to the Regional officer within 15 working days.	2. After receiving the inspection report from the concerned he will check the report and submit it to Head Office with clear recommendation within 10 working days from receipt of inspection report.

(Dr. Mahendra Mahto)

Member Secretary

Ranchi, Date:- 11-07-14

Jharkhand State Pollution Control


(Dr. Mahendr Mahto)

Member Secretary

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11-07-14

Memo No: PC/DUM/C-332/2014-

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Copy to: All section head
Board, Ranchi for information & necessary action.