

No. PCC/DDD/04(Part - I)/2020-2021/151  
Office of the Member Secretary  
Pollution Control Committee  
DNH & DD  
Daman  
Dated: 05/08/2022  
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## ORDER

In supersession of all previous Orders in this regard, the following works / duties are hereby assigned to the JPEs, JSPAs, JLAs, LDC cum DEO, Accountant and Attendants engaged On Contractual basis for the smooth and efficient functioning of Pollution Control Committee, DNH & DD with immediate effect:

Name & Designation	Details of Works Assigned	Supporting Staff	Link Official
Ms. Pooja Bhalodiya G., JPE - 2	<ol style="list-style-type: none"> <li>1. Consent Management (GREEN DD)</li> <li>2. Solid Waste Management, C &amp; D Waste, E Waste.</li> <li>3. TSDF / CBWTF Matters including Evaluation &amp; Compliance Monitoring.</li> <li>4. Noise Pollution</li> <li>5. Mobile Towers</li> <li>6. NEERI Project on Phytoremediation</li> </ol>	Ms. Krutika Ramesh Mahyavanshi, JSPA - 2	Sh. Ronak R. Pandya, JPE - 4
Sh. Ronak R. Pandya, JPE - 4	<ol style="list-style-type: none"> <li>1. Consent Management (GREEN DNH) (Sr. No. 1 to 41)</li> <li>2. UTEIAA / UTEAC Matters including EIA Notification &amp; EC</li> <li>3. Environmental Audit</li> <li>4. Ozone Depleting Substances Regulating &amp; Control Rules</li> <li>5. Ferrous &amp; Non-ferrous Industries.</li> <li>6. RTIs DNH</li> </ol>	Ms. Niralikumari M. Patel, JSPA - 3	Ms. Pooja Bhalodiya G., JPE - 2
Ms. Jyoti Katara, JPE - 5	<ol style="list-style-type: none"> <li>1. Consent Management (ORANGE DD)</li> <li>2. Lab Establishment &amp; Certification, lab management and analysis.</li> <li>3. CRZ / CZMA &amp; District Environmental Management Plan</li> <li>4. PCC Meetings.</li> <li>5. NCCR project.</li> </ol>	Ms. Bhoya Punamben R., JSPA - 1	Ms. Arkapriya Barman, JPE - 6



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<p>Ms. Arkapriya Barman, JPE - 6</p>	<ol style="list-style-type: none"> <li>1. Consent Management (ORANGE DNH)</li> <li>2. Ease of Doing Business DNH and DD.</li> <li>3. Plastic Waste Management (EPR &amp; SUP - DD)</li> <li>4. General Court Matters</li> <li>5. Ambient Air Quality Monitoring (including all projects currently being implemented).</li> <li>6. River-Ground Water Quality Monitoring (including all projects currently being implemented).</li> </ol>	<p>Sh. Dilip S. Bamania, JLA - 2</p>	<p>Ms. Jyoti Katara, JPE - 5</p>
<p>Sh. Sounak Mukherjee, JPE - 7</p>	<ol style="list-style-type: none"> <li>1. Consent Management (RED DNH &amp; DD).</li> <li>2. Plastic Waste Management (EPR &amp; SUP - DD)</li> <li>3. Hazardous Waste Management</li> <li>4. Industrial Categorization</li> <li>5. 17 Highly Polluting Categories of Industries including Online Monitoring of Industrial Effluent &amp; Emission</li> <li>6. General Correspondence</li> <li>7. IT Matters including OCMMS</li> <li>8. RTIs Daman</li> </ol>	<p>Ms. Patel Pinal Maheshbhai, JLA - 3</p>	<p>Sh. Ronak R. Pandya, JPE - 4</p>
<p>Sh. Priyansh Tiwari, JPE - 8</p>	<ol style="list-style-type: none"> <li>1. Consent Management (GREEN DNH) (Sr. No. 42 to G-09)</li> <li>2. Consent Management (WHITE DNH &amp; DD)</li> <li>3. Biomedical Waste Management (DNH &amp; DD)</li> <li>4. Batteries Waste Management &amp; Handling.</li> <li>5. Non-Industry Specific Grievances.</li> <li>6. Brick-Kiln Matters &amp; Stone Quarry</li> <li>7. CPGRAMS</li> <li>8. Slaughter Houses</li> <li>9. Performance Evaluation of ETP / STP &amp; Liquid Waste Management</li> </ol>	<p>Sh. Mohsin Mansur Mansuri, JSPA - 4</p>	<p>Ms. Arkapriya Barman, JPE - 6</p>
<p>Sh. Varma Amitkumar Santoshkumar, Accountant</p>	<ol style="list-style-type: none"> <li>1. Matters related to internal / external Audits.</li> <li>2. Issues related to procurement of Goods &amp; Services.</li> <li>3. Inspection of industries in association with JPEs, JSPAs &amp; JLAs (as and when required).</li> <li>4. Check &amp; Analyse different accounts record regularly.</li> <li>5. Collate Bank Statements on monthly basis.</li> <li>6. Ensure proper maintenance of accounts books and records. Supervise subordinates</li> </ol>		

	<p>engaged in the maintenance of Accounts / Records.</p> <ol style="list-style-type: none"> <li>7. Scrutinize bills, receipts payments etc. for proper entries in cash-book, ledger and other records.</li> <li>8. Keep records of all taxes, fees etc. required to be paid by PCC, DNH &amp; DD.</li> <li>9. Ensure that prescribed account procedure / Audit is followed by all and accounts books are properly maintained.</li> <li>10. Ensure that instructions given or objections raised (if any) are carried out or rectified immediately.</li> <li>11. Advice appropriately on financial matters including revenue expenditure such as procedure for disposal of assets, write-off, depreciation, award of contract etc.</li> </ol>
<p>Sh. Hiteshkumar D. Ahir, LDC cum DEO</p>	<ol style="list-style-type: none"> <li>1. Ensure proper regulation of Visitor's entry in the office (only upon furnishing of satisfactory &amp; valid identity proofs).</li> <li>2. Inspection of industries in association with JPEs, JSPAs &amp; JLAs (as and when required).</li> <li>3. Data Entry &amp; Data Base Management (Dadra and Nagar Haveli)</li> <li>4. Updating and maintenance of register of all Directions / Notices issued to all Categories of Industries in DNH and put up to concerned JPE on fortnightly basis.</li> <li>5. Receive and register the Dak.</li> <li>6. Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of different reports.</li> <li>7. Provide assistance in works related to UTEAC / UTEIAA.</li> <li>8. Submission of routine and simple drafts.</li> </ol>
<p>Sh. Dharmendra M. Contractor, Attendant</p>	<ol style="list-style-type: none"> <li>1. Ensure proper regulation of Visitor's entry in the office (only upon furnishing of satisfactory &amp; valid identity proofs).</li> <li>2. All issues related to Diary and Dispatch.</li> <li>3. Receive all Dak / Tapals / Files and make proper entry in the relevant receipt register and place all receipts in the Dak file.</li> <li>4. Submission of concerned files and receipts in Dak pads for perusal at the Dak stage.</li> <li>5. Distribute the receipts among the JPEs / JSPAs / JLAs / Accountant / LDCs / Assistants to whom they have been marked after entering in relevant column of the Log Books of the employees.</li> <li>6. Ensure proper maintenance of Diary Register, Movements of files in the file Register, Register of Files received from other departments / bodies.</li> <li>7. Departments, Register of Files issued inter-departmentally to other Departments and Register of Files for Record.</li> <li>8. Issue all postal and local communication promptly through the issue Branch or special messengers.</li> </ol>

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Sh. Dipesh Kamli, Attendant	<ol style="list-style-type: none"> <li>1. Ensure proper regulation of Visitor's entry in the office (only upon furnishing of satisfactory &amp; valid identity proofs).</li> <li>2. E-office / E-mail / Scanning of documents / OCMMS guidance for uploading the applications and other related works.</li> <li>3. Data Entry &amp; Data Base Management</li> <li>4. Updating and maintenance of register of all Directions / Notices issued to all Categories of Industries in Daman and Diu and put up to concerned JPE on fortnightly basis.</li> <li>5. Provide assistance to JPEs / LDC / Accountant / JSPAs / JLAs, as &amp; when required.</li> </ol>
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- In absence of any concerned JPE, the link JPE will look after the work of the JPE (on leave) in addition to his / her own duties / works without any extra remuneration.
- While proceeding on leave, tour etc. the official concerned shall intimate their corresponding Link Officials accordingly.
- JPEs / JSPAs / JLAs must transfer all OCMMS Applications, files, etc. to the next handling JPEs / JSPAs / JLAs with the current status of each.
- After the issuance of this Order, no such matters as stated above should be further processed by the concerned officials.
- Industries-specific matters such as Complaints, Court Matters, etc. shall be dealt by the concerned dealing JPE along with their supporting officials.
- The Supporting Staffs (JSPA / JLA) must carry out the tasks assigned by the concerned JPE from time-to-time and must route the same through the concerned dealing JPE which should further be routed through Assistant (PCC DNH & DD) to the Member Secretary (PCC DNH & DD).
- All Supporting Staffs (JSPAs & JLAs) must assist in setting up of the Environmental Laboratory as and when required.
- JPEs must carry out industrial inspections in association with the Supporting Staffs (JSPA / JLA). Depending upon requirement, other JPEs & staffs may also jointly inspect any particular industrial unit.

This is issued with the approval of the Chairman, PCC, DNH & DD vide diary dated 01/09/2022.



(Dr. Tapasya Raghav, IAS)  
Member Secretary  
Pollution Control Committee  
DNH & DD  
Daman

To

All Concerned

Copy to,

1. The Chairman, Pollution Control Committee, DNH & DD, for kind information please.
2. The Member Secretary, UTEIAA / UTEAC, for kind information please.
3. The Member Secretary, DDCZMA, for kind information please.