

**ORDER**

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

Sr. No.	Name & Designation	Details of Works Assigned (including Court Matters)	Supporting Staff	Link Official
1.	Hitesh Pradipbhai Kachchhava, Scientist-C	a) Consent Management (RED, DNH) b) Industrial Categorization c) Performance Evaluation of ETP / STP & Liquid Waste Management d) Plastic Waste Management (EPR & SUP – DD & DNH) e) CRZ / CZMA f) UTEIAA / UTEAC Matters including EIA Notification & EC	Ms Niralikumari M. Patel, JSPA-3	Jyoti Katara, JPE-5
2.	Pawan Detwal, Environmental Engineer	a) NEERI Project on Phytoremediation b) River-Ground Water Quality Monitoring (including all projects currently being implemented). c) NCCR project.	Sh. Dilip S. Bamania, JLA - 2	Chitrakshi Meena, AEE
3.	Bhatt Vaidehi Vijaykumar, Scientist-B	a) Consent Management (ORANGE, Daman) b) Lab Establishment & Certification, lab management and analysis. c) Ambient Air Quality Monitoring (including all projects currently being implemented).	Priya Dattubhai Patel, JLA-5	Hitesh Kachchhava, Scientist C
4.	Chitrakshi Meena, AEE	a) 1. Consent Management (RED, Daman) b) 2. Solid Waste Management, C & D Waste, E Waste. c) 3. Batteries Waste Management & Handling. d) 4. District Environmental Management Plan	Ms. Krutika Ramesh Mahyavanshi, JSPA-2	Pawan Detwal, Environmental Engineer
5.	Ms. Pooja Bhalodiya G., JPE - 2	1. Consent Management (GREEN Daman) 2. Mobile Towers	Ms Patel Pinal Maheshbhi, JLA-3	Het Alkeshbhai Desai, JPE-11

*lg*

Tapasya Raghav  
MS, PCC, DNH & DD

6.	Sh. Ronak R. Pandya, JPE - 4	<ol style="list-style-type: none"> <li>1. Consent Management (GREEN &amp; WHITE, DNH)</li> <li>2. Environmental Audit</li> <li>3. Ferrous &amp; Non-ferrous Industries.</li> <li>4. RTIs DNH</li> </ol>	Ms Bhoya Punamben R, JSPA-1	Ms. Jyoti Katara, JPE - 5
7.	Ms. Jyoti Katara, JPE - 5	<ol style="list-style-type: none"> <li>1. Consent Management (ORANGE, DNH)</li> <li>2. Lab Establishment &amp; Certification, lab management and analysis.</li> <li>3. TSDF / CBWTF Matters including Evaluation &amp; Compliance Monitoring.</li> </ol>	Ms. Mahisha Arjun Patel, JLA-4	Sh. Ronak R. Pandya, JPE - 4
8.	Sh. Sounak Mukherjee, JPE - 7	<ol style="list-style-type: none"> <li>1. Plastic Waste Management (EPR &amp; SUP - DD)</li> <li>2. General Correspondence</li> <li>3. IT Matters including OCMMS</li> <li>4. 17 Highly Polluting Categories of Industries including Online Monitoring of Industrial Effluent &amp; Emission</li> <li>5. All Court Matters</li> <li>6. PCC Meetings.</li> </ol>	Sh. Mohsin Mansur Mansuri, JSPA - 4	Sh. Priyansh Tiwari, JPE - 8
9.	Sh. Priyansh Tiwari, JPE - 8	<ol style="list-style-type: none"> <li>1. Consent Management (WHITE, Daman)</li> <li>2. Slaughter Houses</li> <li>3. Biomedical Waste Management (DD)</li> <li>4. RTIs Daman</li> </ol>	Sh. Mohsin Mansur Mansuri, JSPA - 4	Ms. Pooja Bhalodiya G., JPE - 2
10.	Kandarp A. Malvi, JPE-9	<ol style="list-style-type: none"> <li>1. Consent Management (RED, ORANGE, GREEN, WHITE, Diu)</li> <li>2. Consent Management- Hotels, Diu)</li> <li>3. General matters of Diu</li> <li>4. RTIs Diu</li> </ol>		
11.	Puni Patel, JPE-10	<ol style="list-style-type: none"> <li>1. Consent Management- Hotels (DNH)</li> <li>2. Noise Pollution</li> <li>3. Plastic Waste Management (EPR &amp; SUP -DNH)</li> <li>4. Biomedical Waste Management (DNH)</li> <li>5. Ozone Depleting Substances Regulating &amp; Control Rules</li> <li>6. Ease of Doing Business DNH and DD.</li> </ol>	Ms Bhoya Punamben R, JSPA-1	Jyoti Katara, JPE-5
12.	Het Alkeshbhai Desai, JPE-11	<ol style="list-style-type: none"> <li>1. Consent Management Hotels- (Daman)</li> <li>2. Hazardous Waste Management</li> <li>3. Non-Industry Specific Grievances.</li> </ol>	Ms. Priya Dattubhai Patel, JLA-5	Ms. Pooja Bhalodiya G., JPE - 2

13.	Ms Bhoya Punamben R, JSPA-1	Supporting Staff (JPE-4 & JPE-10)		
14.	Ms. Krutika Ramesh Mahyavanshi, JSPA-2	Supporting Staff (AEE)		
15.	Ms Niralikumari M. Patel, JSPA-3	Supporting Staff (Scientist -C)		
16.	Shri Mohsin Mansur Mansuri, JSPA-4	Supporting Staff (JPE-7 & JPE-8)		
17.	Mr. Dilip S. Bamania, JLA-2	Supporting Staff (EE)		
18.	Ms Patel Pinal Maheshbhi, JLA-3	Supporting Staff (JPE-2)		
19.	Ms Mahisha Arjun Patel, JLA-4	Supporting Staff (JPE-5)		
20.	Priya Dattubhai Patel, JLA-5	Supporting Staff (Scientist-B & JPE-11)		
21.	Sh. Varma Amitkumar Santoshkumar, Accountant	<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. Check &amp; Analyse different accounts record regularly.</li> <li>4. Collate Bank Statements on monthly basis.</li> <li>5. Ensure proper maintenance of accounts books and records. Supervise subordinates engaged in the maintenance of Accounts / Records.</li> <li>6. Scrutinize bills, receipts payments etc. for proper entries in cash-book, ledger and other records.</li> <li>7. Keep records of all taxes, fees etc. required to be paid by PCC, DNH &amp; DD.</li> <li>8. Ensure that prescribed account procedure / Audit is followed by all and accounts books are properly maintained.</li> <li>9. Ensure that instructions given or objections raised (if any) are carried out or rectified immediately.</li> <li>10. Advice appropriately on financial matters including revenue expenditure such as procedure for disposal of assets, write-off, depreciation, award of contract etc.</li> </ol>		
22.	Sh. Hiteshkumar D. Ahir, LDC cum DEO	<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. Data Entry &amp; Data Base Management (Dadra and Nagar Haveli)</li> <li>3. 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>4. Receive and register the Dak.</li> <li>5. Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of different reports.</li> <li>6. Provide assistance in works related to UTEAC / UTEIAA.</li> <li>7. Submission of routine and simple drafts.</li> <li>8. Maintain records of Notices (Showcause, closure, NOD, etc.) issued to the unit. (DNH)</li> </ol>		
23.	Sh. Dharmendra M. Contractor, 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. 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> </ol>		



		<ol style="list-style-type: none"> <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> <li>9. Maintain records of Notices (Showcause, closure, NOD, etc.) issued to the unit.(Daman)</li> </ol>
24.	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> <li>6. Provide assistance in IT related matters.</li> </ol>
25.	Smt. Darshita H. Naik, Assistant / PCC (HA).	<ul style="list-style-type: none"> <li>• Administrative Work related to establishment, Accounts, consent management including waste management shall be submitted to Chairman/Member Secretary through PCC (HA).</li> </ul>
26.	Kum. Kadri Mahefooza S., LDC	<ul style="list-style-type: none"> <li>• All administrative matters including establishment matters</li> <li>• Maintenance and upkeep of the office.</li> <li>• Maintenance of Personal Files of the employees/staff</li> <li>• Perform the duties of cashier</li> <li>• Maintenance of Accounts and accounts related registers.</li> <li>• Work in coordination and consultation of Accountant for processing/passing of bills etc.</li> <li>• Issues related to procurement of goods and services and looking after the stores</li> <li>• Record room Management</li> <li>• Establishment matters including engagement of persons on contractual basis/daily wages</li> <li>• Maintenance of files related to court cases</li> <li>• DD Entry and its timely deposition to bank for DD region</li> <li>• Any other work whenever assigned by Chairman/MS, PCC.</li> </ul>
27.	Shri Maheshkumar A. Patel, Peon	<ul style="list-style-type: none"> <li>• Filing/ distribution of dak/Tapal / other office work etc.</li> <li>• Know the priority involved in the movement of papers marked 'Urgent' 'Immediate' and 'Priority' and act accordingly.</li> <li>• Help the public and others visiting the office in a courteous and helpful manner</li> <li>• Leave office only after all employees have left.</li> <li>• Before leaving office ensure that all lights, fans and heater, if any, are switched off and the windows are closed.</li> <li>• Helping the staff for File management.</li> </ul>



- In absence of any concerned EE/SC-C/SC-B/AEE/ JPE, the link officer will look after the work of the EE/SC-C/SC-B/AEE/ 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.
- EE/SC-C/SC-B/AEE/ JPE must transfer all OCMMS Applications, files, etc. to the next handling staff 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 official along with their supporting officials.
- The Supporting Staffs (JSPA / JLA) must carry out the tasks assigned by the concerned EE/SC-C/SC-B/AEE/ JPE from time-to-time and must route the same through the concerned dealing EE/SC-C/SC-B/AEE/ 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.
- EE/SC-C/SC-B/AEE/ JPE 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.



**(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.