



JHARKHAND STATE POLLUTION CONTROL BOARD

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

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For Internal Circulation

From,

Member Secretary
Jharkhand State Pollution Control Board, Ranchi

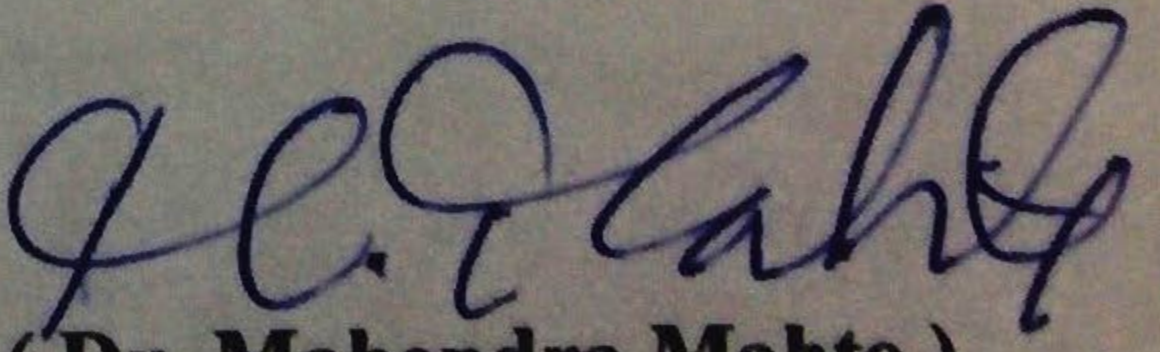
To,

All Section Head(HO),
All JEE(HO),SA(HO),R.A(HO)

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 as below:

Receiving clerk	JEE/SA/ASO	Section head (EE/AEE)	Competent Authority
1.After receipt of application he will forward the application to JEE/SA/ASO within 2 working days	1.After proper scrutiny he will forward the application to SH within 07 working days with his comment.	1.(A) If the application is incomplete he will raise the clarification to the unit within 07 working days . 1.(B) If the application is complete in all respect he will forward the application and draft to the Member Secretary within 07days with their clear recommendation.	10 Days for disposal of application.
	2.He will prepare the draft for CTE/CTO grant with condition if the application fulfills all the criteria and CTE/CTO Rejection if it does not fulfill the criteria and send it to concerned within this 10 days.		


(Dr. Mahendra Mahto)
Member Secretary

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11.07.14