

Delhi Pollution Control Committee
Department of Environment
(Govt. of NCT of Delhi)
3rd Floor, Block-I, DMRC IT Park Building
Shastri Park, Delhi-110053

F.No. DPCC/RDPC/SCN-App/2024-25 / 88-93

Dated: 03/06/2025

OFFICE ORDER

In order to streamline the procedure for action to impose & recover/realise Environmental Compensation (EC) following Standard Operating Procedure (SOP) be adhered to:

Notices for Environmental Compensation:

1. All the Show Cause Notices for imposition of Environmental Compensation shall be issued with the approval of Member Secretary, DPCC.
2. The order for imposition of Environmental Compensation shall be issued with the approval of Chairman DPCC.
3. Following steps be followed:
 - i. SCN for EC shall be put up within 5 working days by the concerned Engineer after carrying inspection.
 - ii. SCN will be issued through Speed Post as well as email (if available). In case unit is not registered with DPCC then the SCN will also be uploaded on DPCC website.
 - iii. Timeline for submission of response to Show Cause Notice by the violator will be 15 days from the date of service of the notice.
 - iv. The file has to be submitted for follow up action between 21 and 30 days w.e.f. date of issue of Show Cause Notice along with response received or with proof of delivery in case of non-receipt of response.
 - v. Timeline for issue of order imposing Environmental Compensation: 60 days from the date of service of the SCN.
 - vi. The EC order shall be sent through speed post as well as through email of the unit, if available. In case unit is not registered with DPCC, order be sent though speed post and uploaded on DPCC website. 15 days time shall be given to the violator/unit to deposit the EC.
 - vii. Information about SCNs and EC orders shall be updated on Google Spreadsheet which has been developed immediately after taking actions.

viii. In case the imposed EC is not deposited by the unit within 15 days, **reminders** are to be issued through all modes as indicated at ii and vi above as per the time lines given as under:

- First reminder between 21 and 30 days giving further 15 days with the approval of Cell/Branch Incharge, if the EC is not deposited by the violator within time.
- Second reminder between 21 and 30 days after first reminder giving further 15 days with the approval of Cell/Branch Incharge, if the EC is not deposited by the violator within time.
- Concerned JEE and AEE are responsible for issuance of necessary reminders within the timelines specified above.

ix. In case the EC is not realised in spite of above actions, after expiry of 90 days from the date of issue of order imposing EC, recovery letter shall be issued to the concerned SDM with the approval of MS, DPCC.

x. Reminder wrt recovery of EC amount from all the units/entities in a sub-division shall be sent to SDM once in 45 days with a copy to the concerned DM and Divisional Commissioner. Such reminders be sent with the approval of the Cell/Branch Incharge, through a dedicated Dealing Assistant deputed in each Cell/Branch.

The above SOP will supersede all the office orders with regard to procedure for action to impose & recover/realise Environmental Compensation.

This issues with the approval of Chairman, DPCC

Digitally signed by
K S Jayachandran
(Dr. K. S. Jayachandran)
Date: 31-05-2025
Member Secretary
12:52:52

Copy for information/requisite compliance to:

- 1) All Additional Directors of DPCC
- 2) All SEEs/Cell In-Charges of DPCC
- 3) In-Charge Legal Cell, DPCC
- 4) All EEs/AEEs/JEEs of DPCC
- 5) PPS to Chairman DPCC for kind information of the Chairman
- 6) IT Cell to upload the copy of this SoP on the website of DPCC