



**DELHI POLLUTION CONTROL COMMITTEE**  
 DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI)  
 4<sup>th</sup> & 5<sup>th</sup> FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI 110006  
 Visit us at <http://dpcc.delhigovt.nic.in>



F.No. DPCC/SEE/EIA/ 2023/ 1533 - 1541

Dated: 23/10/2023

**OFFICE MEMORANDUM**

In modification of earlier Office Memorandum dated 22.06.2022 issued the work distribution within EIA Cell, DPCC shall be as follows with immediate effect:

| S.No | Environmental Engineer | Jr. Environmental Engineer | Work Jurisdiction Assigned                                                                | Major Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|------------------------|----------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Sh. Amit Chaudhary     | Sh. Rohit Kumar Meena,     | 1. All work related to South, South West, New Delhi District.<br>2. Work related to SEAC. | i. Processing Consent applications at OCMMS Portal.<br>ii. Checking portals of Dust Pollution Control Self-Assessment, OLMS at OCMMS portal and MHA portal for eating house registration.<br>iii. Inspections related to construction projects and in Consent Cases of Consent Management Committee.<br>iv. Compilation of Action taken in construction and demolition activities.<br>v. Checking PARIVESH portal on daily basis for the cases received from SEIAA.<br>vi. Preparation of agenda for SEAC meeting.<br>vii. Assisting during SEAC meeting for appraisal of the projects.<br>viii. Preparation and uploading of minutes of meeting.<br>ix. Uploading the ADS at PARIVESH Portal.<br>x. Assisting in compliances of the decisions/ recommendations taken during SEAC meeting. |
|      |                        | Sh Manish Awasthi          | All work related to South East and West District                                          | i. All work as per Sr.No. (i),(ii) and (iii), above.<br>ii. Coordination work related to RTI Applications, Parliamentary/ Assembly Questions and Coordination work related to Dust Control Self-Assessment Portal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| 2. | Sh. Sunil Kumar Goyal<br>(Holding additional charge of WMC-II) | Sh Manish Awasthi | 1. All work related North West, Central, North, North East, East and Shahdara Districts<br>2. Work related to SEIAA. | i. Processing Consent applications at OCMMS Portal related to districts assigned.<br>ii. Checking portals of Dust Pollution Control Self-Assessment, OLMS at OCMMS portal and MHA portal for eating house registration.<br>iii. Inspections related to construction projects and in Consent Cases of Consent Management Committee.<br>iv. Checking PARIVESH portal on daily basis for the cases received.<br>v. Processing Essential Documents to be sought (EDS) at PARIVESH.<br>vi. Assisting in acceptance and forwarding of proposal to SEAC for Appraisal at PARIVESH Portal.<br>vii. Assisting in preparation and uploading of agenda for SEIAA meeting.<br>viii. Assisting in SEIAA meeting and preparation of draft minutes of meeting.<br>ix. Uploading of minutes of meeting of SEIAA on PARIVESH portal.<br>x. Preparation of compliances of minutes of meeting of SEIAA i.e. draft Environmental Clearances/ ToR/ letters etc. and also to get these uploaded on PARIVESH Portal. |
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Both the JEEs of EIA cell shall continue to report to the respective EEs. All the officials of EIA Cell will check official mails of EIA Cell on daily basis to keep themselves updated. The aforesaid officials shall look after any other work as and when assigned by their superiors.

  
 (Pankaj Kapil)  
 Incharge, EIA Cell

To,

1. Sh. Sunil Kumar Goyal, EE.
2. Sh. Amit Chaudhary, EE
3. Sh Rohit Meena, JEE
4. Sh Manish Awasthi, JEE

Copy to:

1. Member Secretary, DPCC
2. I/C, WMC-II, DPCC
3. Admn. Officer, DPCC.
4. IT Cell, DPCC for the purpose of mapping at e-office.
5. Master file, EIA Cell.