

3. Delegations and Accountability Matrix

The present system and proposed delegation of responsibilities of powers and accountability process is described below

S. No.	Activity	Approving Authority	Accountability	Signing Authority
1	Acceptance of application for consent/ authorization / registration	In-charge PSC	In-charge PSC	In-charge PSC
2	Consent Management under Air and Water Acts	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head
3	Authorization under Hazardous Waste Management Rules	Member Secretary	Group Head	Refusal - Member Secretary
				Grant - Group Head
4	Registration under Hazardous Waste Management Rules	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head
5	Authorization under Bio-Medical Waste Management Rules	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head
6	Authorization for Transportation of Hazardous Waste Rules	Member Secretary	Group Head	Refusal - Member Secretary
				Grant - Group Head
7	One Time Registration for Import and Export of Waste under Hazardous Waste Rules	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head
8	Authorization for e-Waste collection centre under e-Waste Rules	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head
9	Authorization/ Registration under e-Waste Rules for e-Waste dismantlers/ recycler	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head

10	Show cause notice for non-compliance/ refusal/ revocation of consent/ authorization/ registration	Member Secretary	Group Head	Group Head
11	Show cause notice for intended directions and/or intended legal action under Air Act, Water Act & EP Act	Member Secretary	Group Head	Group Head
12	Show cause notice for intended prosecution to Government Officials/ Public Authority for non-compliance of directions/ instructions of Board	Chairperson	Member Secretary	Member Secretary
13	Directions under Air Act, Water Act & EP Act	Chairperson	Group Head	Member Secretary
14	Follow-up of compliance of directions under Air Act, Water Act & EP Act	Regional Officer	Regional Officer	Regional Officer
15	Sanction of prosecution and appeal including appointing of OIC	Chairperson	Law Officer	Member Secretary
16	Filing of prosecution	Chairperson	Law Officer & Officer In-charge	Group Head
17	Reply and affidavit filing in court	Chairperson	Law Officer & Officer In-charge	Group Head
18	Follow-up of the legal cases/appeals and with appointed advocate	- -	Law Officer	Officer In-charge
19	Empanelment and hiring of advocates	Chairperson	Law Officer	Member Secretary
20	Empanelment of consultants	Chairperson	CEE	Member Secretary
21	Recognition of laboratories under Air and Water Acts	Chairperson	CSO	Member Secretary
22	Grant/ Refusal of Consent after refusal at Regional Office	Chairperson	Group Head	Refusal - Member Secretary
				Grant - Group Head

23	Revocation of directions	Chairperson	Group Head	Member Secretary
24	Approval to accept Bank Guarantee	Chairperson	Group In-charge	Group Head
25	Release and forfeiting of Bank Guarantee	Chairperson	Group In-charge	Member Secretary
26	Communication with industry and Regional Office	Group Head	Group In-charge	Group Head
27	Receiving complaints from public/ Regional office/ VIP/ any other agency	In-charge VT	In-charge VT	In-charge VT
28	Enquiry in the matter of complaint	Member Secretary	In-charge VT	In-charge VT
29	Disposal of complaint	Chairperson	In-charge VT	In-charge VT
30	Sugam Portal	Member Secretary	In-charge IT	In-charge VT
31	Parliament/ Assembly questions and issues	Chairperson	CEE	Member Secretary
32	Advise to State/ Central Government on various issues	Chairperson	CEE	Member Secretary
33	Information sharing with government departments	Chairperson	CEE	Member Secretary
34	Policy decision and resolution of disputes between and among various groups/ Regional Officers	Chairperson	CEE	Member Secretary
35	Management Information Systems & IT	Member Secretary	In-charge IT	In-charge IT
36	Assessment of Water Cess and issue of assessment orders for major assesse	Member Secretary	Group Head	Member Secretary
37	Monitoring of collection of Cess as per the assessment orders for major cess assesses (> prescribed amount of annual assessment)	Group Head	Accountant Cess	Group Head

38	Monitoring of Collection of cess as per the self assessment for minor cess assesses (<prescribed amount of annual assessment)	Regional officer	Regional officer	Regional officer
39	Inspection and submission of reports on water consumptions under Cess Act	Regional Officer	Regional Officer	Regional Officer
40	Remittance of Cess to MoEF and reimbursement Board's share	Member Secretary	Group Head & Account Head	Member Secretary
41	Submission of certificate of utilization of cess reimbursement to MoEF	Chairperson	Group Head & Account Head	Member Secretary and Account Head
42	Forwarding of the minutes of Public Hearing	Chairperson	Group Head	Member Secretary
43	Collection of sample	Member Secretary	CSO	CSO
44	Receipt of sample	SO/JSO	SO/JSO	SO/JSO
45	Allocation of sample	Supdt. SO	Supdt. SO	Supdt. SO
46	Analysis of sample	Supdt. SO	SSO/SO/JSO	
47	Analysis Report	CSO	Supdt. SO	CSO
48	Forwarding of Reports	CSO	Supdt. SO	Supdt. SO
49	Collection of sample at Regional Office/ Laboratory	Regional Officer	Laboratory In-charge	Laboratory In-charge
50	Receipt of sample at Regional Laboratory	JSO	JSO	JSO
51	Allocation of sample at Regional Laboratory	Laboratory In-charge	Laboratory In-charge	Laboratory In-charge
52	Analysis of sample at Regional Laboratory	Laboratory In-charge	SSO/SO/JSO	
53	Analysis Report at Regional Laboratory	Laboratory In-charge	SSO/SO/JSO	Laboratory In-charge
54	Forwarding of Reports at Regional Office/ Laboratory	Regional Officer	Laboratory In-charge	Laboratory In-charge

55	Acceptance of application for consent/ authorization/ registration	Regional Officer	AEE/JEE	Regional Officer
56	Consent Management under Air and Water Acts	Regional Officer	AEE/JEE	Regional Officer
57	Authorization under BMW Rules	Regional Officer	AEE/JEE	Regional Officer
58	Issuance of Acknowledgement	Regional Officer/ Officer authorized by RO not below the rank of JEE	AEE/JEE	Regional Officer/Officer authorized by RO not below the rank of JEE
59	Inspection of the Entities	Regional Officer	AEE/JEE	Regional Officer
60	Forwarding of the inspection reports & various other reports	Regional Officer	AEE/JEE	Regional Officer
61	Correspondence/ communication with local administration	Regional Officer	AEE/JEE	Regional Officer
62	Conduct of Public Hearing	Regional Officer	Regional Officer	Regional Officer
63	Minutes of public hearing	Regional Officer	Regional Officer	Regional Officer
64	Up-load of executive summary, report and minutes of public hearing	Regional Officer	ACP	Regional Officer
65	Cess realization of MAS & SAS at Regional Office	Regional Officer	Accountant	Regional Officer
66	Complaint verification	Regional Officer	AEE/JEE	Regional Officer