



झारखण्ड राज्य प्रदूषण नियंत्रण पर्वद
JHARKHAND STATE POLLUTION CONTROL BOARD
T.A Division Building, HEC Campus, Dhurwa, Ranchi- 834004.
Phone No:-0651- 2400852, 2400851, Fax No:- 2400850.

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Ref No: B - 592

Ranchi, Dated- 10/3/15

From,

(I/ c) Member Secretary
Jharkhand State Pollution Control Board, Ranchi

To,

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

**Sub:- Work schedule and file keeping for quick disposal of applications submitted through(Online Consent Management and Monitoring System) OCMMS-Regarding.
Ref.No-2378 dated 11.07.2014**

As you know Online Consent Management and Monitoring System has been started in the Board. For quick disposal of the application the maximum time schedule for the disposal of application had been fixed and made available to you vide above referred letter. Now from 1st April, 2015 online submission of CTE and CTO application has been made mandatory and hard copy of application will not be processed after 31.03.2015. The maximum time schedule prescribed is below for your

reference:-

	Receiving clerk	JEE/ASO/RA/SA	Section head	Competent Authority
1	After receipt of the applications he will forward the application to JEE/ASO/RA/SA within 02 working day	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. 2.(B) If the application is complete in all respect he will forward the application and draft to the Member Secretary within 07 days with their clear recommendation.	10 days for disposal of application
2		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 the concerned within 10 days.		

You are requested to abide by the above timeline.

(Signature)
10/3/15
I/c Member Secretary

(Signature)