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ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಾಲಿನ್ಯ ನಿಯಂತ್ರಣ ಮಂಡಳಿ Karnataka State Pollution Control Board

“ಪರಿಸರಭವನ”, 1 ರಿಂದ 5ನೇ ಮಹಡಿಗಳು, ನಂ.49, ಚರ್ಚ್ ಸ್ಟ್ರೀಟ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ, ಭಾರತ
"Parisara Bhavana", 1st to 5th Floor, # 49, Church Street, Bengaluru - 560 001, Karnataka, INDIA,
No.: PCB/698/COC/2013|02| 6943 Dated: 08|02|2013

OFFICE MEMORANDUM

Sub: Procedure for Record Section, Servicing, Preservation and Destruction of Records in the Board Office (Technical Wing files).

Ref: Board Office Memorandum No. PCB/698/COC/2012/5994, dated 6-3 2012.

-/-/-

In the Official Memorandum cited above, the procedure for servicing, preservation and destruction of Technical wing files has been prescribed. These instructions which have come into force from 1st January, 2012 apply to files where action is complete on or after January 2012 and such records closed as permanent or temporary in accordance with detailed instructions given therein.

It is stated in the same Office Memorandum that, in respect of records i.e., files closed on or prior to 31.12.2011 instruction would be issued in due course. In such cases the classification of the file should have been indicated at the time of closing the file. However, it has come to notice that such classification has not been recorded in the files. There are a large number of such records lying in the records room and in such situation where the period upto which such records should have been maintained are over. In such cases, it is not necessary to start classifying such files. It is necessary to weed out such files based on instructions given in the OM dated 6.3.2012 and after due examination destroy or dispose such records. After such weeding out destruction or disposal, only files which have to be maintained on a permanent basis would remain. It is also possible that temporary files which have to be preserved beyond 1.1.2013 are also available among such records. These are files, where, they have been categorized in accordance with earlier instructions i.e. classification as A, B, C, D & E. Records, except files of A & B category which are permanent files may be preserved permanently or as indicated in earlier instruction. Files in the other categories namely C, D & E may be treated as temporary files and classified in accordance with Annexure-A to OM dated 6.3.2012 and disposed accordingly.

Instructions in respect of files pertaining to non-technical wings like, Administration, Finance, Legal etc. will be issued separately.


MEMBER SECRETARY

To,

1. CEO-1, Corporate Cell.
2. CEO-2, Non-EIA of Bangalore Urban & Rural.
3. SEO (Enforcement Cell), SEO (HWM, Battery, MSW, BMW & Plastics), SEO (17 Category), SEO (Infra & Cess), SEO (Mines, Steel & Stone Crusher).

4. SEO (Bangalore City), SEO (Bangalore East), SEO (Bangalore South), SEO (Bangalore North), SEO (Mysore), SEO (Mangalore), SEO (Dharwad), SEO (Bellary) and SEO (Chitradurga).
5. All Regional Officers, Regional Office: (1) Bangalore City-East, (2) Bangalore City-Peenya, (3) Bangalore City-South, (4) Bangalore City-West, (5) Dasarahalli, (6) Doddaballapura, (7) Nelamangala, (8) Yelahanka, (9) Anekal, (10) Bommanahalli, (11) Rajarajeshwarinagara, (12) Ramnagar, (13) Sarjapura, (14) Chikkaballapur, (15) Hosakote, (16) Mahadevpura, (17) Mysore-1, (18) Mysore-2, (19) Mandya, (20) Chamarajnaragar, (21) Tumkur, (22) Chitradurga, (23) Davangere, (24) Kolar, (25) Shimoga, (26) Dharwad, (27) Gadag, (28) Belgaum-1, (29) Belgaum-2 (Chikkodi Centre), (30) Bagalkot, (31) Bijapur, (32) Bellary, (33) Raichur, (34) Koppal, (35) Bidar, (36) Gulbarga, (37) Udupi, (38) Mangalore, (39) Hassan, (40) Chikmagalur, (41) Karwar, (42) Chikballapura, (43) Haveri, (44) Yadgiri.
6. EO (17 Cat & e-gov), EO (17 Cat & Fly ash), EO (Corporate cell), EO (MSW & Local bodies), EO (Non-EIA Bangalore based)), EO (HWM), EO (Battery, BMW & Plastic, Noise), EO (Awareness, Enforcement Cell), EO (Non-EIA, other than Bangalore), EO (Infrastructure), SO (AAQM cell).
7. DEO (Enforcement), DEO (Non EIA Bangalore Based), DEO (Help Desk).
8. AEO (Non EIA other than Bangalore), AEO (Mines).

Copy to:

1. The PA to Chairman for information.
2. The PA to Member Secretary for information.
3. Master file.