

CITIZEN CHARTER

Of

Department of Environment, Haryana

SCO 1-3, Sector 17-D, Chandigarh

&

Haryana State Pollution Control Board

C-11, Sector 6, Panchkula

P.K.Gupta, IAS
ACS, Environment

DEPARTMENT OF ENVIRONMENT, HARYANA

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Message

Sh. P.K. Gupta, IAS

Additional Chief Secretary, Environment
Government of Haryana

I am quite happy to dedicate modified citizen's charter to the people of Haryana.

It is felt that such information will be useful for the public in general. I also appreciate the work of Environment department in bringing out amended version of Citizen Charter.

I hope people of Haryana will take maximum benefit out of it.

P.K. Gupta

ACS. Env.

INTRODUCTION

The State Government created the Environment Department in the year 1989, with a view to coordinate the functioning of the Haryana State Pollution Control Board for effective implementation of various laws and acts concerning to environment and pollution control. The Department is vigorously implementing the various enactments to tackle the environmental pollution problems viz the Water (Preventing & Control of Pollution) Act, 1974, Air (Prevention & Control of Pollution) Act, 1981, Environment (Protection) Act, 1986. Besides the implementation of these Acts various laws for regulating pollution caused by Bio-Medical Waste, Hazardous Waste, Municipal Solid Waste, e-Waste, used Batteries, use of plastic etc. are being effectively implemented in the State through the implementing agency i.e. Haryana State Pollution Control Board.

The Department of Environment, Government of Haryana is headed by Director who is an IAS Officer in the rank of Joint Secretary/Special Secretary and having technical staff i.e. one Joint Director and three Scientist Grade-I.

Two Special Environment Courts are functioning at Kurukshetra and Faridabad which are presided over by Presiding Officer in the rank of Chief Judicial Magistrate/Judicial magistrate (1st Class) (Sr. Division) deputed by Hon'ble Punjab & Haryana High Court for a period of three years for speedy disposal of the cases filed for the violation of various Environmental Acts i.e. Water Act, Air Act, Environment Protection Act, and Indian Forest Act, Wild Life Conservation etc.

The Department of Environment, Govt of Haryana is making collective efforts for implementing the schemes by way of following activities :-

1. **Establishment of Eco-clubs** : The State Government has raised the *National Green Corps* through the Mechanism of eco-clubs in 5250 schools in the District. The local resource material titled "Saturday School for Environment" is also being replicated in the other States. The Department of Environment is the Nodal agency and Grant-in-aid @ Rs. 2500/- per eco-clubs was provided through Haryana State Pollution Control Board for this purpose by the Govt. of India. The State Level Eco-Club Camp and Master Trainer Camps are being organized by the Department throughout the year.
2. **Haryana State Bio-Diversity Board** is being constituted by the government. The Board is for conservation of Biological Diversity, sustainable use of the components and fair and equitable sharing of the benefits arising out of the use of biological resources etc. under sub section (1) of section 22 of this act.
3. For speedy disposal of the cases filed under various environment related acts, two **Special Environment Courts** are functioning at Faridabad and Kurukshetra. Both the Courts are taking initiatives to dispose off cases relating to Water (Prevention & Control of Pollution) Act, 1974, Air (Prevention & Control of Pollution) Act, 1981, Environment Protection Act, Indian Forests Act, Wild Life Act and PLPA.
4. The objective of the scheme **Environment Impact Assessment of Development Projects** is to research about the impact of industrialization and other development activities on Flora-fauna and water, air and soil.
5. As per guidelines of Hon'ble Supreme Court of India, a common hazardous Waste Treatment and disposal site has been commissioned at village Pali Distt. Faridabad for safe disposal of hazardous waste by Haryana Environmental Management Society.
6. A scheme "**Hazardous Waste/Solid Waste Management Scheme**" was formulated in the department and the Grant in-Aid has been released to *Municipal Committees for collection of garbage from door to door through Urban Local Bodies, Haryana.*

7. Under the scheme, "**Promotion of Common Effluent Treatment Plants**" various dyeing units operating in the residential/non-residential areas in Panipat town are being shifted to Sec-29, Part-II, Panipat, which would be having a facility of CETP. The 1st phase has been completed and commissioned. An amount of Rs. 10.00 lacs has been released to HUDA for construction of IInd phase of CETP in Sec. 29, Part-II, Panipat during the year 2010-11.
8. The main objective of **Setting up of Environment Training Institute at Gurgaon** is to promote environmental sensitivity and knowledge in all sections of the society including Industrial units. Despite Air, Water, Hazardous & solid Waste pollution of industrial units, persons handling these works are totally ignorant of proper and scientific disposal management. This institution will be started by the State Govt. in collaboration with industrial units situated in District Gurgaon.
9. The objective of the scheme '**Common Bio-Medical waste management and Treatment Facility**' is proper implementation of the Bio-Medical Waste (Management and Handling) Rules, 1998 notified under Ministry of Environment and Forests, Govt. of India notification dated 20.7.1998. for proper segregation, packing, transportation, storage, treatment and disposal of the Bio-Medical Waste.
10. A scheme '**Recycling facility for Mercury Contamination from Condensed Florescent lights**' and Florescent tube lights is running by the Department for proper system of transportation, collection, disposal, and recycling of the fused/disposed off CFL/FTLs. The funds were released to Haryana State Pollution Control Board to take up the matter to implement this scheme effectively in the State of Haryana.
11. **State Environment Impact Assessment Authority:** The MOEF, GOI vide notification dated 23.03.2012 has constituted a State Level Expert Appraisal Committee and State Environment Impact Assessment Authority for according 'environmental clearance' to Category 'B' Projects under EIA Notification dated 14.9.2006 in the State of Haryana.
12. A scheme subjected "**Climate Change**" has been allocated to the Department of Environment. The Draft Action Plan on Climate Change is being prepared along with all the line departments i.e. Forest Department, Renewable Energy,

Fisheries, Urban Development, Development & Panchayat, Public Health, HSPCB, Revenue Department etc. The proposal for Establishment of Climate Change Division in the Environment Department is under process.

13. The Department of Environment, Haryana alongwith Pollution Control Board celebrated **World Environment Day** on 5th June, 2012 at Panchkula and Hon'ble Capt. Ajay Singh Yadav, Minister of Environment and Forests, Govt. of Haryana was the chief guest on this occasion.
14. The HSPCB under the guidance of Environment Department, has undertaken a campaign to enlighten the farmers about the environmental problems caused by burning of Wheat Stubble/Paddy Straw. All the 119 blocks have been covered in this campaign.
15. The Department of Environment, Haryana is making efforts to create awareness against the hazards of environmental pollution by organizing seminars & workshops. The Department has taken up educational programme for creating awareness.

Besides the above, the department has taken step for regulation of pollution caused by the following:-

- a) **Bio-Medical Waste:** For proper implementation of Bio-Medical Waste (Management & Handling) Rules, 1998 notified under Ministry of Environment & Forests, Govt. of India Notification dated 20.7.1998. Under this scheme, the financial assistance has been provided to HSPCB for creating awareness for proper segregation, packing, transportation, storage, treatment and disposal of Bio-Medical Waste. Incineration Facility is expected to be commissioned shortly.
- b) **Regulation of Plastic carrybags:** The ban on plastic carrybags was earlier imposed by increasing the thickness of banned carrybags to 40 microns and increasing the minimum size to 12"x 18". Now, the State Government has imposed complete ban on manufacturing, use, sale and storage of plastic carry bags. Powers were also delegated to more district functionaries.
- c) The MOEF GOI vide notification dated 7.5.1992 has restricted carrying out of certain processes/Operation in the specified areas of District Gurgaon without the prior approval of Central Government. MOEF GOI vide notification dated 29.11.99 has delegated the powers to the State Government with the provision that the State Government will constitute expert committee as per

the composition given in the notification; under the Chairmanship of Secretary, Environment, Haryana. The State Government constituted Expert Committee vide revised notification 20.11.2001. The responsibility of Expert Committee is to appraise and recommend the projects to the State Government for according environmental clearance.

Sr. No.	Description	Statutory time limits	Proposed time limit for the charter
1.	Granting environmental clearance under Aravalli notification dated 07.5.1992	3 months	3 months from the date of receipt of complete documents in all respect.

- d) The Environment Department in the year 2006 had published first State Environment Report for the State of Haryana under guidance of Administrative Staff College of India, Hyderabad. The comprehensive report aims at providing assistance and data for environmental planning, policy initiatives and resource allocation in coming years.
- e) Under sub rule (6) of rule 4 of the Manufacture, Use, Import, Export and Storage of Hazardous Micro-Organisms, Genetically Engineered Organisms or Cells Rules, 1989; there is provision to constitute District level Committee in each District of Haryana to monitor the safety regulations in installations engaged in the use of genetically modified organisms/hazardous Micro organism and its application in the environment and to inspect, investigate and report to State Bio-Technology Co-ordination Committee about compliance or non-compliance DNA guidelines etc. Accordingly, the State Govt. has constituted District Level Committee in each District under the Chairmanship of Deputy Commissioner vide notification dated 5.6.2007.
- f) The Scientist Grade-1(SC-2) Environment Department has been designated as State Public Information Officer whereas SSA as Assistant Public Information Officer in the head quarter and Presiding Officer, Special Environment Court, Faridabad & Kurukshetra are declared as Assistant Public Information Officer in their respective jurisdiction under clause 5(1) of the Right to Information Act, 2005.

The Director, Environment, Haryana has been designated as Appellate Authority in their respective jurisdiction under clause 5 (1) of the Right to Information Act, 2005.

Sr. No.	Description	Proposed time limit for the charter
1.	Providing Information under RTI Act	As per provisions of RTI Act/Rules

The time limits shall be adhered from the date of receipt of complete applications in all respect.

The Department of Environment is situated at SCO No. 1-3, Sector 17-D, Chandigarh (e-mail address environment@hry.nic.in) and other offices under control of the Department is situated as under:-

1. State Environment Impact Assessment Authority
Bay No. 55-58, Paryatan Bhawan, Sector 2, Panchkula.
2. Haryana State Pollution Control Board,
C-11, Sector 6, Panchkula.
3. Court of Presiding Officer,
Special Environment Court, Judicial Complex, Faridabad.
4. Court of Presiding Officer,
Special Environment Court, Judicial Complex, Kurukshetra.

Introduction of the Haryana State Pollution Control Board

The Haryana State Pollution Control Board is a regulatory organization for implementation of provisions of Water (Prevention & Control Pollution) Act, 1974, Air (Prevention & Control Pollution) Act, 1981, Water (Prevention & Control of Pollution) Cess Act, 1977 and Environmental (Protection) Act, 1986. Under the provisions of the Environment (Protection) Act many rules have been framed by the Ministry of Environment & Forests Govt. of India such as Hazardous Waste (Management, handling & Transboundary Movement) Rules, 2008, Bio-Medical Waste (Management & Handling), Rules, 1998, Municipal Solid Waste (Management & Handling) Rules, 2000, Plastic Waste (Management, & Handling) Rules, 2011 Batteries (Management & Handling) Rules, 2000, e-waste (Management & Handling) Rules, 2011.

The HSPCB is also implementing all Rules and notifications framed under the Environment (Protection) Act. The Board is mainly dealing with the industries, local bodies, institutions, hospitals/ clinics and public for better management of environment and prevention and control of water & air pollution. The industries and other institutions as mentioned above are required to obtain statutory clearances such as Consent to Establish, Consent to operate, authorization, registration etc. Timelines have already been mentioned in the statutes / rules. Accordingly, the Board has made a proposal for time limit for the Citizen Charter for providing better services to industries, institutions & public at large as per the enclosed schedule of timelines.

Citizen Charter of the Haryana State Pollution Control Board

A. Services provided by the Board

Sr. No	Description	Statutory time limits	Proposed time limit for the charter
1.	Consent to Establish under Water & Air Acts	120 days	120 days
2.	Consent to Operate under Water & Air Acts	120 days	120 days
3.	Authorization under hazardous Waste (Management, handling & Tranboundary Movement) Rules, 2008	120 days	120 days
4.	Registration for Recycle / reprocessing under Hazardous Waste (Management, Handling & Tranboundary Movement) Rules, 2008	120 days	120 days
5.	Registration for traders to import Hazardous under Hazardous Waste (Management, Handling & Tranboundary Movement) Rules, 2008	30 days	30 days
6.	Authorization under Bio-medical Waste (Management & Handling) Rules, 1998	90 days	90 days
7.	Authorization under Municipal Solid Waste (Management & Handling) Rules, 2000	45 days	45 days
8.	Registration under Plastic Waste (Management & Handling) Rules, 2011	120 days	120 days
9.	Registration under Batteries (Management & Handling) Rules, 2000	120 days	120 days
10.	Water (Prevention & Control of Pollution) Cess Act, 1977 – issuance of assessment order	-	60 days

B. Information under RTI Act

Sr. No.	Description	Proposed time limit for the charter
1.	Providing information under RTI, Act	As per provisions of the RTI Act/Rules.

C. Sample collection

Sr. No.	Description	Statutory time	Proposed time limits for the charter
1.	Collection of effluent / air emission samples	-	60 days from the date of receipt of sample collection charges.
2.	Analysis of effluent / air emission sample & issuance of Analysis Report	30 days	30 days

D. Complaints and Grievance Redressal System

Sr. No.	Description	Statutory time limits	Proposed time limit for the charter
1.	Complaints which involve sample collection & analysis of effluent /	-	60 days air emissions /noise etc.
2.	Complaints where sample collection is not required	-	45 days

Note : The above time limits shall be adhered from the date of receipt of complete applications in all respects.

Address of Officers of Environment Department, Haryana

Sr. No.	Name & Designation	Phone Number Office Fax No. Mobile No.	Residence Address Ho. No/ Sector
1.	Sh. P. K. Gupta, IAS, Additional Chief Secretary	0172 2740922 0172 2795406 (Fax)	H. No. 80, Sector 7
2.	Rajeev Ranjan, IAS, Director	0172-2709462 (F) 0172-2701628	H.No. 273, Sector 16A, Chandigarh
3.	Dr. (Mrs) Shubh Kiran Sharma, Scientist Grade-1	0172-5001793 0172-2709462 (F)	761-A/7-A, Chandigarh
4.	Dr. R.K. Chauhan, Scientist Grade-I	0172-5001789 0172-2709462 (F)	H.No. 1190 Sec. 23B, Chandigarh
5.	Sh. Radhey Sham Sharma Scientist Grade-1	0172-5001795 0172-2709462 (F)	# 1052A, Sector-20 B, Chandigarh.
6.	Sh. R.S. Dalal Asstt. District Attorney	0172-50017895 0172-2709462 (F)	H.No. 1524-A, Sector 20, Chandigarh
7.	Sh. Mukesh Bahl Sr. Scientific Assistant/ Lab. Incharge	0172-5001792 0172-2709462 (F)	H.No. 3520, Sector 46, Chandigarh
8.	Ms. Rupam, CJM Presiding Officer, Special Environment Court, Kurukshetra	0129-2260044	H.No. 480, Sec. 13, Kurukshetra
9.	Ms. Yashika Yadav, CJM Presiding Officer, Special Environment Court, Faridabad	01744-220066	H.No. 800, Sec. 16A, Faridabad

List of Officers Haryana State Pollution Control Board (HQ)

Sr. No.	Name	Address of Head Office	Mobile No.
1.	Sh. P.K. Gupta, IAS, Additional Chief Secretary & Chairman, HSPCB	C-11, Sector 6, Panchkula	0172-2581005 (O) Fax: 0172-2581201
2.	Sh. Vijender Singh Kadian, IFS, Member Secretary	C-11, Sector 6, Panchkula	0172-2581105 (O) Fax: 0172-2564093
3.	Sh. Satpal Singh Rathi, Senior Environmental Engineer-I (HQ)	C-11, Sector 6, Panchkula	9216849306
4.	Dr. C.V. Singh, Senior Scientist (HQ)	C-11, Sector 6, Panchkula	9216849304
5.	Sh. Chand Saini, Senior Env. Engineer-II (HQ)	C-11, Sector 6, Panchkula	9216849314
6.	Dr. S.K. Rohilla, Scientist 'C'	C-11, Sector 6, Panchkula	9216849310
7.	Sh. Rajinder Sharma, Asstt. Env. Engineer	C-11, Sector 6, Panchkula	9216849321
8.	Smt. Samita Kanodia, Asstt. Env. Engineer	C-11, Sector 6, Panchkula	9416624777
9.	Sh. Vinay Gautam, Asstt. Env. Engineer	C-11, Sector 6, Panchkula	9216849311

List of Regional Officers Haryana State Pollution Control Board

Sr. No.	Name	Address of Regional Office	Mobile No.
1.	Sh. Sumeet Amrohi, Environment Engineer, Regional Officer, Yamuna Nagar.	SCO 131, Sector-17, HUDA, Jagadhri, Distt. Yamuna Nagar	01732-200137 (O) Fax: 01732-241903 M: 9815931551
2.	Sh. Uma Shankar, Scientist 'C' Regional Court, Gurgaon South.	Vikas Sadan, 1st Floor, Near Officer, Gurgaon South	0124-2332775 & (TF) 2220523 (O) Fax: 0124-4067125 M: 9810407764
3.	Dr. P.K.M.K. Das, Scientist 'C' Regional Panipat	SCO No. 55, Sector-25, Transport Nagar, HUDA, G.T. Road, Officer, Panipat	0180-2664951 (O) Fax: 0180-4000618, 2663810 M: 09466211491
4.	Sh. P.K. Sharma, Environmental Engineer, Regional Officer, Jind.	HSPCB C/o Senior Manager, HSIIDC, Industrial Estate, New Hansi Road, Jind.	M: 09729303400
5.	Sh. Dinesh Kumar, Scientist 'C' Regional Officer, Dharuhera.	Lala Nemi Chand Singhal Enclave, Sohna Road, Near Hanuman Mandir, Dharuhera.	01274-244240-41 (O) Fax: 01274-244440, 2443506 M:94660-48747
6.	Sh. Bhupender Singh Rinwa, Environmental Engineer, Regional, Officer, Ballabgarh.	Sector-16-A, Opp. Hewa Apartment, Faridabad.	0129-2225314 (O) Fax: 01295646365
7.	Sh. Balraj Singh, Environmental Engineer, Regional Officer Gurgaon North.	Vikas Sadan, 1st Floor, Near Court, Gurgaon.	0124-2332775 & (TF)-2220523 (O) Fax: 0124-4067125
8.	Sh. Satinder Pal, Environmental Engineer, Regional Officer, Sonapat.	Star Complex, Opp. General Hospital, Delhi Road, Sonapat.	0130-226119 (O) Fax: 0130-236882
9.	Sh. Jatinder Pal Singh Environmental Engineer, Regional Officer, Panchkula.	SCO-180, 2nd Floor, Sec-5, Panchkula.	0172-2566286 (O) Fax:2587962 (O) M: 9218849307
10.	Sh. Sanjeev Kumar, Env. Engineer, Regional Officer, Faridabad.	Sector 16-A, Opp. Hewa Apartment, Faridabad	Telefax: 0129-2225315(O) M: 09212385008
11.	Sh. Naveen Gulia, Environmental Engineer, Regional Officer, Hisar.	Bays B-7-8, Near Vishwas Senior Secondary School, E-11, Hisar	Telefax: 01662-2250890 01662-248931 M: 09910059555
12.	Sh. Nirmal Kumar, Environmental Engineer, Regional Officer, Bahadurgarh.	Universal Complex NH-10, MIE-1, 1st Floor, Delhi Rohtak Road, Bahadurgarh.	01276-267077 (O) Fax-01276-267078 268120, M: 09953764159