

ORDERS BY THE GOVERNOR
GOVERNMENT OF MEGHALAY
PUBLIC HEALTH ENGINEERING DEPARTMENT
NOTIFICATION

Dated: Shillong, the 9th May 1996

NO.PHE:54/84/187: In exercise of the powers conferred by section 64 of the Water (Prevention & Control of Pollution) Act, 1974; Central Act, 6 of 1974, the Governor of Meghalaya in consultation with the Meghalaya State Pollution Control Board, Shillong is pleased to make the following rules, namely: -

CHAPTER – I
PRILIMINARY

1. **Short title and commencement:** - (1) These rules may be called the Meghalaya Water (Prevention and Control of Pollution) Rules.
2. **Definitions:** In these rules unless there is anything repugnant in the subject or context;
 - a) “Act” means the Water (Prevention & Control of Pollution, Act, 1974;
 - b) “Board” means the Meghalaya State Pollution Control Board constituted under sub-section (1) of section 4;
 - c) “Chairman” means Chairman of the Board;
 - d) “Committee” means Committee constituted under sub-section (1) of section 9;
 - e) “Consent” means the sanction of the authority of the Board for the discharge of the effluent;
 - f) “Form” means a form set up in schedule I & II.
 - g) “Consent Fee” means the fees charged by the Board for the grant of consent.
 - h) “Government” or “State Government” means the Government of the State of Meghalaya;
 - i) “Investment” means the amount of capital invested in the industry on capital works including land, buildings, machinery and equipments;
 - j) “Member” means a member of the Board;
 - k) “Member Secretary” means the Member Secretary of the Board;
 - l) “Schedule” means schedule (appended) to these Rules;
 - m) “Section” means a section of the Act.
 - n) “State Water Laboratory” means a laboratory established as under sub-section of section 52;
 - o) “Year” means financial year of commencing on the first day of April.
 - p) “Words used and not defined herein but defined in the Act shall have the meanings respectively assigned to them as in.

CHAPTER – II

PROCEDURE FOR TRANSACTION OF BUSINESS AT THE BOARD MEETING

3. **Meeting:** - (1) The place, date and time of meeting of the Board shall be fixed by the Member Secretary with approval of the Chairman.
(2) A notice indicating the place, date and time of the meeting shall be sent by the Member Secretary to each Member at least ten days before the date of the meeting however the

Chairman may at anytime call a meeting at short notice to transact business which in his opinion is of an urgent nature.

(3) A copy of the agenda of the meeting and wherever necessary a copy of the explanatory note on the items of discussion shall be sent to each member before the date fixed for the meeting;

Provided that in case of a meeting for consideration of the Budget Estimates or the Revised Estimates for the financial year the notice shall be accompanied by a copy of the draft estimate with notes sufficient to explain the estimates.

(4) No resolution of the Board passed in any meeting shall be invalid only on the ground of any defect in the service of notice or agenda for that meeting.

(5) The Chairman shall preside over the meeting of the Board and in his absence the members present shall elect any one from among themselves to preside over the meeting.

4. Quorum: Five members shall form a quorum for any meeting.
5. Adjourned meeting: - (1) If at any meeting no quorum is present, the Chairman or the member who presides over the meetings shall, subject to the provision of sub-rule (2) of Rule 5 adjourn the meeting to such date and time as he thinks fit. At such adjourned meeting no quorum shall be necessary to transact any business of the meeting.
(2) For an adjourned meeting not less than seven days notice be given to all members including these who were absent from the previous meeting fixed.
6. Business to be transacted at an adjourned meeting: - At an adjourned meeting no business shall be transacted other than that fixed for the meeting originally convened.
7. Decisions to be taken by majority of votes: - All questions which come up before the meeting shall be decided by the majority of votes of the members present and voting. Each member shall have one vote. Voting by proxy shall not be permitted. The voting shall be by raising of hands.
8. Casting Vote: - In the event of an equality of votes the Chairman or the Member presiding over the meeting shall have a casting vote.
9. Consideration of any other matter: - In a meeting any other matter may also be taken up although no notice of the matter has been circulated provided the members present unanimously agree to consider it.
10. Minutes of the meeting: - (1) The minutes of a meeting, the resolutions passed thereat and also the names of the members attending the meeting shall be recorded and kept in a minutes book to be maintained for that purpose by the Member Secretary.
(2) Copies of the minutes so recorded shall be circulated to all members as soon as may be.
11. Confirmation of minutes of the meeting: - (1) The minutes of every meeting shall be laid before the next meeting for confirmation.

(2) If any objection is raised by a member as to the confirmation of the minutes or resolution or any point thereof on any ground, the Chairman or the member presiding over the meeting shall, in case of doubt, put the matter to vote.

(3) On confirmation, the minutes and resolution of the meeting shall be sent to the Government.

12. Maintaining order at Meeting: - The Chairman or the Member presiding shall preserve order at the meeting for the purpose.

13. Constitution of Committee/Sub-Committee under Sub-Section (1) of section 9 of the act: -

(1) The Board may constitute such committee or consisting of its members and also non official experts or persons as it may be necessary to help its efficient working for specific purposes and periods as felt necessary.

(2) The Chairman of such a Committee shall be nominated by the Board.

(3) The purpose and nature of work that may be entrusted to the Committee shall be prescribed by the Board.

(4) The Committee shall meet as frequently as the business demands and at places and time as may be fixed by the Chairman of the Committee.

(5) Three members including the Chairman of the Committee and the Member Secretary shall form the quorum for any meeting of the Committee.

(6) In the absence of a quorum in any meeting of the Committee the next meeting convened shall function even without quorum provided the Chairman and the Member Secretary are present, and the decisions there at shall be treated as duly taken by the Committee.

(7) The meeting shall be conducted by its Chairman or, in his absence by any member to be elected from among the member present and the decisions taken thereat shall be incorporated in the agenda for the next meeting of the Board.

(8) The Committee shall not pass any resolution but shall submit its recommendations or report to the Board.

14. Travelling Allowance and Daily Allowance of Members of the Board Committee: -

(1) A member of the Board or Committee when undertaking journey in connection with the meetings of the board or Committee shall be entitled to travelling allowance at the following rates: -

(a) In the case of a member who is salaried officer of the State Government, Central Government, local authority or a public sector undertaking, at the rate admissible to him under the rules governing him employment.

(b) In the case of a non-official member at the rate as admissible to a Grade-I employee of the State Government:

Rule 14(2) When an official member perform his tours in the interest of the Board's Services, he shall draw his TA/DA from the Board.

3. The Board may at the request of a member grant him an advance against travelling allowance not exceeding seventy five percent of the amount admissible for the journey to be undertaken by him.

4. The amount so granted as advance shall be adjusted against the amount of the final travelling allowance claimed by him.
5. A bill for travelling allowance shall be counter signed.
- (a) In the case of the Chairman and Member Secretary by the Chairman and
- (b) in the case of other members, by the Chairman or the Member Secretary.
15. Sitting Fee and Daily Allowance: - (1) For attending meetings of the Board of a Committee a member shall be paid a sitting fee
- (a) In case of a Board meeting, rupees Seventy five per day and
- (b) In case of a Committee meeting, rupees fifty per day.
- Provided that only one sitting fee, higher of the two, shall be admissible for attending meetings of both the Board and of a Committee when held on the same day.
- (2) No daily allowance shall be admissible for attending meetings not involving night halts at any place.
16. Temporary Associating of persons with Board for particular Purposes: - (1) The Board may associate with itself any person possessing special or technical knowledge or experience for advising it or attending to any work for the purpose of the Act.
- (2) Any person so associated who is required to attend a meeting of the Board may be paid such fees and allowances as are admissible to the members of the Board under these rules.
17. Appointment of Consulting Engineer: - For the purpose of assisting the Board in the performance of its function the Board may appoint Consulting Engineer or Scientist for a specified period not exceeding six months:
- Provided that if the services of the Consulting Engineer or Scientist is necessary for a period of more than the period mentioned above, the Board shall seek the concurrence of the State Government for such appointment.
18. Power to Terminate Appointment: - The Board may terminate the services of the Consulting Engineer or Scientist appointed under rule 17 before the expiry of the specified period if in its opinion the Consulting Engineer or Scientist is not discharging his duties to the satisfaction of the Board or such a course of action is otherwise necessary in public interest.
19. Emoluments of the Consulting Engineer: - The Board may pay the Consulting Engineer or Scientist suitable emoluments or fees commensurate with the nature of work, his qualification and experience in the field:
- Provided that the Board shall not appoint any person as Consulting Engineer or Scientist without the prior approval of the Government if the emoluments or fees payable to him exceed Rupees five thousand per month.
20. Tours by the Consulting Engineer: - (1) The Consulting Engineer or Scientist may undertake tour for the performance of their duties entrusted to him by the Board with the approval of the Member Secretary.

21. Duties and Functions of Consulting Engineer or Scientist: -

- (1) The Consulting Engineer or Scientist shall discharge such duties and perform such functions as are assigned to him by the Board.
- (2) The Consulting Engineer or Scientist shall not disclose any information either given to him by the Board or obtained during the course of his duties to any other person without the written permission of the Board.

CHAPTER – III

22. Terms and Conditions of service of the Chairman and Member Secretary: - Appointment of

Chairman and Member Secretary (1) the Chairman and the Member Secretary shall be appointed by the State Government on such pay and on such terms and conditions which may include provisions for daily allowance and travelling allowance medical treatment, travel telephones and other facilities admissible to Grade- I officers of corresponding status of the Government as it may fix.

(2) The Member Secretary shall be a person not below the rank of an Executive Engineer in the PHE Department of the State Government.

(3) Where the Chairman is on foreign service, the pay, allowance and other terms and conditions shall be governed by rules and regulations of his Parent Department.

(4) The Chairman and the Member Secretary shall be entitled to occupy Government accommodation of the appropriate standard if available, on payment of rent fixed by Government. In case Government accommodation is not available the Board may, if deemed necessary, provide the same by making other suitable arrangements on payment of rent at rates as may be fixed by Government for similar standard of accommodation for Government servants.

23. Leave: - (1) The power to grant leave to the Chairman and the Member Secretary shall vest with the government.

Rule 23 (2) In case, a Member Secretary is an officer of government deputed to the Board, he will remain subject to the leave Rules of the Service to which he is a member.

Provided that the Chairman shall be the authority to grant Casual Leave to the Member Secretary.

24. Powers and Duties of the Chairman: - (1) The Chairman shall have overall control over the functions and activities of the Board.

(2) Subject to the policy and principles approved by the Board, the general management of the affairs and business of the Board shall rest with the Chairman who shall give directions to do all things necessary or desirable for carrying out its objectives.

(3) The Chairman shall exercise all such powers as are delegated to the Head of the State Public Works Department. In other cases, where powers are not specifically delegated, the sanction of the Board shall be necessary.

(4) Subject to sanctioned budget provision, the Chairman shall have full powers to approve and sanction all estimates.

Rule 25 (5) Updated Rule The Chairman may under take tours within India for carrying out the function of the Board subject to approval by the State Govt. who is the appointing authority.

25. Powers and Functions of the Member Secretary: - The Member Secretary shall, subject to the control of the Chairman-
- (a) Exercise general power of supervision and administration over the office of Board;
 - (b) Maintain or cause to be maintained proper accounts of the Board
 - (c) Insect any branch office of the Board.
 - (d) Make arrangements for holding meetings of the Board or Committee.
 - (e) Issue sanction or authorities payment subject to such terms and conditions as may be delegated to him by the Chairman or the Board, as the case may be;
 - (f) Receive correspondence on behalf of and sign papers emanating from the Board;
 - (g) Exercise such other powers as are generally exercised by Superintending Engineer of the State Public Works Department; and
 - (h) Exercise such powers or perform such functions as may be delegated to him from time to time by the Chairman of the Board.

CHAPTER – IV

CREATION OF POSTS AND APPOINTMENT OF OFFICERS AND STAFF OF THE BOARD

26. Creation of posts: - (1) The Board may create such posts as may be necessary from time to time;

Provided that creation of posts and appointments thereof shall, where the maximum of the scale of the post is Rs.4150/- substituted

Rule 26 (1) for Rs. 4500/-

Updated Rule

- (2) Appointment to the posts under the Board shall be made by direct recruitment, by promotion, by contract service or by taking persons on deputation.
- (3) Recruitment to posts under the Board shall be in accordance with the general standard and policy laid down by the Government from time to time in respect of equivalent posts and services under it.
- (4) Unless otherwise specified by the Board the pay, all allowances, medical facilities, and other financial benefits of the employees of the Board shall be same as those enjoyed by Government employees holding equivalent posts and status.
- (5) The Board may introduce the schemes of contributory provident fund and other schemes for the benefits of its employees with the approval of the Government.

CHAPTER – V

27. MANNER OR DISPOSING OF APPLICATIONS: (1) An application for obtaining the consent of the Board for bringing into use any new or altered outlet for the discharge of sewage or trade effluent into a stream or well or sewer or on land or for beginning to make any new discharge of sewage or trade effluent into a stream or well or sewer or on land under Section 25, or for continuing an existing discharge of sewage or trade effluent into a stream or well or sewer or on land or otherwise under section 26 shall be made to the Board in form-A-I.
- (2) In the case of existing factories, the occupier shall make the application giving all particulars of the premises producing the effluent within three months of the constitution of the Board. This time limit may be extended by the Board from time to time if it considers it necessary according to exigencies.
- (3) For any improvement of the existing disposal system or any waste treatment facility, a person/persons shall make an application for the consent of the Board and the same shall be deemed to be a new application.
- (4) In the case of new discharge, the person/persons shall submit the application giving the details of the manufacturing processes etc. indicated in the consent forms along with applications and designs of waste treatment facilities that are to be provided.
- (5) The application forms may be obtained from the office of the Board on payment of Rupees one hundred only.
- (6) In the case of industrial establishment the application shall be accompanied by the fees as specified below, that is, for establishments with investments of: -
- | | |
|--|--------------|
| a) 5 crores or more | Rs. 15,000/- |
| b) Less than Rs. 5 crores but Rupees one crore or more | Rs. 7,500/- |
| c) Less than Rs. 1 crore but Rupees 50 Lakhs or more | Rs. 3,500/- |
| d) Less than Rs. 50 Lakhs but Rupees 10 Lakhs or more | Rs. 1,000/- |
| e) Less than Rupees 10 Lakhs but more than Rs. 1 Lakhs | Rs. 500/- |
| f) Less than Rs. 1 Lakhs | Rs. 200/- |
- (7) On receipt of the application the Board shall examine the proposed or existing site and may ask for further details or particulars as it may consider necessary.
- (8) The date on which such further details or particulars are furnished shall be treated as the date of making an application for the purpose of calculating the period of 4 months under sub-section (7) of section 25.
- (9) The Board shall, after being satisfied grant the consent to the applicant with or without any condition in form A-2.

(10) The application shall conform to the consent given by the Board and abide by the condition stipulated in the consent.

(11) The application shall submit periodical information/ and other reports as may be directed by the Board.

(12) Where consent is given subject to the condition of providing measures by the applicant for treating the effluent to conform to the required standard, the applicant shall complete such requirements within the stipulated time.

28. **Annual Consent:** (1) The Board may from time to time review and if necessary modify the Consent given (2) The consent shall be renewed annually and the annual consent fees as specified below shall be paid, that is, in the case of industrial establishment with investment of:-

(a) More than Rs. 5 crores	Rs. 5,000/-
(b) Less than Rs. 5 crores but rupees on crore or more	Rs. 2,500/-
(c) Less than 1 crore but Rupees 50 lakhs or more	Rs. 1,000/-
(d) Less than Rs. 50 lakhs but rupees 10 lakhs or more	Rs. 500/-
(e) Less than rupees 10 lakhs but more than Rs. One lakhs	Rs. 250/-
(f) Less than Rs. 1 lakhs	Rs. 100/-

(3) The annual consent fee chargeable from local authorities or bodies extracting water from natural sources and discharging effluent into streams, rivers or wells or on land shall be as under:

a) Municipal Corporation	Rs. 1,000/-
b) Municipal Board	Rs. 500/-
c) Town Committee & other bodies	Rs. 250/-

29. **Inspection:** - (1) With a view to keeping a consent check on the quality of effluents discharged into the natural streams, the Board may monitor samples at fixed or suitable points in the streams as deemed necessary.

(2) In order to maintain a clean condition of the stream, the Board shall have the right to inspect any premises and collect samples and may also make surprise checks and the applicant shall render all assistance for such inspection or checks to be conducted.

30. **Closing down of operation:** - (1) In case of emergency the applicant shall whenever required by the Board close down any of the operations to prevent and control of pollution in the streams as a temporary measure and which will not be reopened till further consent of the Board is obtained.

31. **A procedure for making inquiry on an application for consent:** -

(1) On receipt of an application for consent under section 25 or section 26 the Board may make such enquiry as it may deem fit and may depute any of its officers and staff to visit the premises of the applicant for the purpose of verifying the correctness or otherwise of the particulars furnished in the application or for obtaining such further particulars or information

as may be considered necessary. Such officer may, for that purpose, inspect any place where sewage or trade effluent is discharged by treatment plants, purification works or disposal system and may require the applicant to furnish any plan, specification and other data relating to such treatment plants, purification works or disposal system or part, thereof that he considers necessary.

(2) Such officer shall before visiting any premises of the applicant for the purpose of verifying under sub-rule (1) give notice to the applicant of his intention to do so in form 'B'. The applicant shall accord such officer all reasonable facilities for the purpose.

(3) The officer may, for carrying out an inspection under sub-Rule

(1) above require that applicant to furnish him orally or in writing such additional information or clarification or to produce before him such documents as he may consider necessary, and may, for that purpose, summon the applicant or his authorized agent to the office of the Board.

CHAPTER - VI

32. State Water Laboratory: -

Functions of the State Water Laboratory: - The function of the laboratory shall be (a) to analyse or test the samples of water from any stream or well, or samples of any sewage or trade effluent or waste submitted to it under sub clause (II) of clause (d) of sub-section (3) of section 21, by the Board or any officer empowered by the Board in this behalf, or sent by any private person or institution, and to communicate to the Board or such officer or person or institution, as the case may be the result/finding of such analysis or test in triplicate;

(b) to collect and analysis or test such samples of water from any stream or well or samples of any sewage or trade effluent or waste as it consider necessary and to communicate the result to the Board;

(c) to analyse or test any such samples delivered to it by any person other than the Board or any officer, if the Board considers such analysis or test necessary and to the Board;

(d) the fees for analysis shall be such as may be fixed by the Government from time to time by a notification in the official gazette of Meghalaya.

33. Power to make sample: - (1) The Board or any officer authorized by it on this behalf shall have the power to take for the purpose of analysis samples of water from any stream or well or samples of sewage or trade effluent which is passing from any plant or vessel or from or over any place into such stream or well.

(2) A notice under clause (a) of sub-section (3) of section 21 for taking of the sample shall be in form 'C'.

34. Report of analysis by the Laboratory or analyst: - (1) When a sample of any water sewage or trade effluent is sent for analysis of any water sewage or trade recognized by the Board or to the board Analyst appointed by it under sub-section (3) of section 53. The analyst shall analyse the samples and submit the report in triplicate in Form 'D' of the result of such analysis.

(2) The report of the laboratory or the Analyst shall be treated as confidential and shall not be disclosed to any other person without permission of the board.

(3) Report of Govt. analyst – When a sample of any water, sewage or trade effluent has been sent for analysis and is received by the State Water laboratory from any officer authorized by the Board for the purpose of analysis. The Govt. analyst appointed under sub-section (2) of section 53 shall analyse the sample and submit to the Board a report in triplicate in form ‘E’ of the result of such analysis.

35. Appellate authority: -

(1) Composition: - The Appellate authority shall consist of three experienced persons to be nominated by the Govt. consisting of (i) One member to be nominated from serving/retired judges, (ii) One experienced engineer serving/retired of the rank of not less than a Chief Engineer, or a private Engineer or consultant of similar status and experience and having specialized knowledge and practical experience in respect of matter relating to use and conservation of water resources or the prevention and control of water pollution (iii) One serving/retired Director of Health Services with experience of health aspects of environmental pollution.

(2) Educational Qualification of Appellate officers: - The minimum qualification of an appellate officer shall be a graduate in science with Chemistry, or a graduate in Engineering or medicine with sound knowledge in Public Health/Environmental Science and Technology, as regards the judges, this Minimum qualification will not apply.

(3) Fees and Allowances: - The members of the appellate body shall receive the daily sitting fee and TA/DA as would be prescribed by the Government at the time of their nomination and appointment. Provided, that a servicing Government official shall be entitled only to TA/DA as admissible under the rules.

36. Appeals: - (1) An appeal to the appellate authority constituted under sub-section (1) of section 28 shall be in form ‘F’. (2) Any aggrieved person preferring an appeal shall do so separately in his name and no joint appeal made on behalf of more than one person shall be entertained. (3) Every appeal shall (a) Be in writing,
- (b) Specify the name and address of the appellant and the date and other particulars of the order appealed against;
 - (c) contain a clear statement of facts of the case and grounds relied upon by the aggrieved person in support of the appeal;
 - (d) Specify the date on which the order appealed against was communicated to the appellant.
 - (e) State Laboratory relief prayed for.
 - (f) be signed and verified by the appellant in writing in this behalf.
- (4) The fee for filling an appeal shall be Rs. 200/- and it shall be paid in the office of the Board.
- (5) Every such appeal made shall be accompanied by :- (a) an authenticate copy of the order appealed against; (b) a copy of the application made under section 25 or section 26, as the case may be; (c) any document relating to the appeal; and (d) an authenticate copy of the receipt under which the prescribed fee has been paid by the appellant.

- (6) Every appeal shall be submitted in quadruplicate and shall be presented to the Appellate Authority by either the appellant or his authorized agent or sent to such Authority by registered post.
- (7) On receipt of the appeal, the Appellate Authority shall endorse thereon the date of its receipt and the name of the appellant or his duly authorized agent presenting it or as the case may be, the manner or receiving it.
- (8) In case where the State Board is of the opinion that in view of the likely hood of a great injury to the environment it is not expedient to provide an opportunity to file objection against the proposed direction, it may, for reasons to be recorded in writing issue directions without providing any opportunity to appeal.

37. Procedure to be followed by the appellate authority in dealing with the appeal:

- (1) The appellate authority shall as soon as may be after the appeal is filled before it, fix a date for hearing of the appeal and give its intimation in Form 'C' to the appellant. A copy of the appeal together with its enclosures shall also be sent to the Member Secretary who shall be called upon to send to the Appellate Authority all the relevant records connected with the matters relating to the appeal.
- (2) Where the material on record is insufficient to enable the Appellate Authority to come to a definite decision, it may take additional evidence and call for such further materials from the appellant or the Member Secretary as it may deem fit.
- (3) If on the date fixed for hearing the appellant or his duly authorized agent does not appear, the appeal shall unless the Appellate Authority adjourns the hearing, be liable to be dismissed.
- (4) Where an appeal is dismissed under sub-rule(3), the appellant may, within 30 days from the dismissal of the appeal, apply to the Appellate Authority for the restoration of the appeal and it is shown to the satisfaction of the Appellant Authority that the appellant had not received intimation about the date fixed for hearing or was prevented by any cause sufficient in the opinion of the Appellate Authority from appearing, the Appellate Authority may restore the appeal to file and proceed with the Appeal.
- (5) The order passed by the Appellate Authority on the appeal shall be in writing and shall state the points raised before it and its decision therein, with reasons therefore.
- (6) A copy of the order passed in appeal shall be supplied by the Appellate Authority free of cost to the appellant and a copy thereof shall also be sent to the Member Secretary.

CHAPTER – VII

FUNDS AND ACCOUNTS OF THE BOARD

38. Name of the Fund:- (1) The Board shall have a fund to be called “Meghalaya State Pollution Control Board Fund” to which all money received by the Board shall be credited and from which withdrawals may also be made for purposes of the Board
- (2) The fund of the Board shall be operated by the Member Secretary or, in his absence, by any Officer of the Board duly authorized by the Chairman or the Board as the case may be.

39. Maintenance of Account with Banks: (1) The Board shall maintain an account with the State Bank of India or with any other nationalized Bank as it may decide.
(2) The account of the Board shall be operated by the Member Secretary who will sign all cheque and payment orders.
(3) The Member Secretary shall receive all money on behalf of the Board and credit the same immediately to the account in the Bank. He may retain a sum not exceeding at any time rupees one thousand to meet current expenditure of urgent nature.
40. Maintenance of Cash Book: - (1) A cash book shall be maintained by the Member Secretary in Form H-I.
(2) The Member Secretary shall immediately bring into account in the cash book all moneys received or spent by the Board.
(3) The rules in connection with a cash, stores, works and others as contained in the Meghalaya P.W.D. code and the CPW Account code shall generally be applicable to all such transactions relating to the Board.
41. Revised and Budget Estimate: - (1) In the month of August, each year or such other time as may be fixed by the Government in consultation with the Board on estimate of receipt and expenditure of the Board for the ensuing year commencing from the 1st of April next and the revised estimates or receipts and expenditures of the Board for the current year shall be prepared by the Member Secretary in the Form-H(II,III,IV,V) and laid before the Board.
(2) Such estimates shall make provisions for the fulfillment of the liabilities of the Board and for effectively carrying out its objects. It shall also include on its receipt side grants likely to be made by the Government.
(3) The Board shall consider the estimates as submitted to it and shall forward the same to the Government with such modification as the Board may deem fit by the 1st October each year.
42. Re-appropriation of Funds :- No expenditure which is not covered by a provision in the approved budget or which is likely to be in excess over the amount provided under any head shall be incurred by the State Board without provision being made by re-appropriation from some other head under which savings are available
43. Power to incurred Expenditure:- The State Board shall incur-expenditure as far as may be practicable in accordance with the instructions laid down under the Meghalaya Financial Rules, Meghalaya Delegation of Financial Powers Rules and other rules and orders of the government of Meghalaya unless these rules specifically provides or direct otherwise.
44. Annual Accounts: - The Annual Accounts of the Board shall be prepared by the Member Secretary in form No. H (VI,VII,VIII,IX,X) immediately after the close of the year.
45. Annual Audit of the accounts:- (1) The accounts of the Board shall be audited annually as soon as possible at the close of the financial year by an auditor duly qualified to act as an auditor of companies under Section 226 of the companies Act, 1956 to be appointed by the Government on the advice of the Comptroller and Auditor General of India

(2) The Member Secretary shall, at the time of audit, cause to proceed all books of Accounts, registers, documents and other papers which may be required by the auditor for the purpose and shall also provide facilities to be the auditor for inspection of the office of the Board if the auditor considers such inspection necessary.

(3) The Auditor shall send a copy of his report with an audited copy of the accounts to be Government

(4) The State Government may if it so think, make its comments on the audited accounts and send it to the Chairman.

(5) On receipt of such comments the Chairman shall place the audited accounts with the comments of the Government before the Board for consideration and shall inform the State Government of the action taken by the Board in the matter.

CHAPTER – VIII

ENVIRONMENTAL REPORT AS ANNUAL REPORT

46. Submission of Annual Report : - The Annual Report of the Board under Section 39 shall be prepared in Form “I” and submitted to the Government before 30th June every year.

CHAPTER IX

47. Complain to Courts Regarding Offences by any person: Any person, who intends to make a complaints under this Act of an alleged offence to the Court must give notice in writing of not less than 60 days to the Board. The Board will make available the relevant reports in its possession on demand of such person provided that the Board may refuse to provide such reports where in its opinion such action is likely to go against the public interest

Sd/-

(H.K. MAZHARI)

Commissioner & Secretary to the Govt. of Meghalaya,
Public Health Engineering Department

Memo NO.PHE:254/84/187-A

Dated. Shillong, the 9th May, 1996

Copy to:-

1. The Director of Printing & Stationery, Meghalaya, Shillong for publication in the next issue of the Meghalaya Gazette.
2. The Chief Engineer (PHE) Meghalaya, Lower Lachumiere, Shillong-1.
3. The Chairman, Meghalaya State Pollution Control Board ‘ARDEN’ Lumpyngngad Shillong-793 014
4. Law (B) Department
5. Finance (Estt) Department.
6. All Departments in the Meghalaya Secretariat.
7. Guard FILE

By Order etc.,

Under Secretary to the Govt. of Meghalaya,
Public Health Engineering Department

SCHEDULE – I

FORM ‘A’ – I

(See Rule – 27)

APPLICATION FOR CONSENT FOR DISCHARGE/ CONTINUATION OF DISCHARGE OF SEWAGE OR TRADE EFFLUENT UNDER SECTION 25/26 OF THE WATER ACT, 1974

Application for consent for discharge in (1)

Area which is “Water Pollution Area”

from :

Date:

.....

.....

.....

To

The Member Secretary

Meghalaya State Pollution Control Board, Shillong.

Sir,

I/We hereby apply for CONSENT under the Water (Prevention and Control of Pollution) Act, 1974 to make discharge from land/premises owned by (1) (2) for a period up to

(3) (a) Sullage /sewage via drain/outfall, sewers/treatment works.

(b) Trade effluent via drain/outfall, sewers/treatment works.

(c) Solid waste into (4)

(i) stream / river

OR

(ii) On land for irrigation, bearing Survey No adjoining at a distance of stream/river

(iii) Lake, Pond adjoining/at a distance ofstream/river.

OR

(iv) Directly on land for open percolation into subterranean strata of Survey No adjoining at a distance of stream/ river.

(v) Tidal waters/Estuarine Waters known as

2. The Annexure appendices other particulars and plans in triplicate are attached herewith.

3. I/We further declare that the information furnished in the Annexure Appendices and plans are correct to the best of my /our knowledge.

4. I/we hereby submit that in case of change either of the point or the quantity of discharge or its quality a fresh application for CONSENT shall be made and until such CONSENT is granted to change shall be made.

5. I/We hereby agree to submit to the Board, and application for renewal of CONSENT four month in advance of the date of expiry of the consented period for outlet/discharge, if to be continued thereafter.
6. I/We undertake to furnish any other information within one month of its being called by the Board.

Yours faithfully

Signature(s)

Name of Applicant(s)

.....

Address of applicant(s)

.....

ANNEXURE TO FOR ‘A’

Existing
Outlet/Discharge _____
New/Altered

Note: - Any applicant knowingly giving incorrect information or suppressing any information pertaining thereto shall be liable to punishment under the Act.

While filling this Annexure the Applicant not concerned with any of the items shall State “Not concerned” against the relevant one.

1. Full Name of Applicant with address
.....
.....
.....
(Tel No.....)

2. Full Name of land/premises/institute/
factory/industry/local body with
address
(Tel No.....)

3. Give revenue/city survey No. of District.....
Land/premises for which the Sub-Division.....
Application is made stating Taluka.....
District taluka and village. Town.....
Village
City survey No.....
Area in Hectares
Revenue survey No.....
Area in Hectares

4. State month & year in which
The land/premises/institute/
Factory/industry was actually
put into commission or is proposed
to be put into commission, or the
month and year from which the
local body is functioning.

5. State the Civil/Military Defence / Collectorate.....
industrial Estate etc. under whose Corporation.....
administrative jurisdiction the Municipality.....
applicants land/premises is situated. Village/cantonment.....
Defence Department.....
State Government.....
Prohibited Area.....

6. (a) State whether land/premises/
Factory/industry has been declared
as prohibited area.
(b) If yes, state the name of the authority
and furnish a certified copy of the order
under which the area has been declared
as prohibited area.

7. Is the Industry/ factory for which
application is made closed on
Sunday/holiday. Yes/No

8. State working season per year for
The Industry/factory.

Full Year		
From		To
From		To
From		To
From		To
Every year.		

9. (a) Number of workers attending the
Factory.

Shift No	1	2	3
Hrs.		Hrs.	Hrs.

- (b) Number of workers residing
In this premises.

10. For local bodies only

- (a) Present Population.
(b) Population covered under rule sewage
Facilities.
(c) Population covered by conservancy latrines.
(d) Population living septic tanks/pit/privy facilities.

11. Give the list of raw materials such as metals, alloys chemicals oil fuels etc, used per month
in Metric Tonnes :-

Metal and Alloy	Name
	Weight
Chemical Inorganic/Dyes	Name
	Weight
Oil and Grease	Name
	Weight
Fuels (a) Wood	Name
	Weight

(b) Coal	Name
	Weight
(c) Gases	Name
	Weight
(d) Other	Name
	Weight

Give the list of Names of products and By products manufactured per Month in MT.

Sl. No.	Name of product	Quantity in MT per month
---------	-----------------	--------------------------

USES

12. State daily quantity of water in Liters utilized

Domestic	Industrial	Agricultural	Other
----------	------------	--------------	-------

13. State the hourly maximum and Daily maximum for which the Application is made.

quantity of effluent arising from land/ premises of in liters

- (a) Domestic -
- (b) Industrial -
- (c) Agriculture -
- (d) Other use -
- (e) Total qnty. Of effluent -
- (f) State how measurements for rate and quantity are carried out.

Hourly Max	Daily Max
------------	-----------

14. State whether storm water drains are Kept separate from industrial/ domestic Effluent drains.

Yes/No

15. (a) Is domestic effluent allowed to Get mixed in industrial effluent?
(b) If yes site the ratio

Yes/No
Domestic/ Industrial

16. (a) Describe if any treatment for Industrial or domestic effluent or one for combined effluent is made?

Yes/No

If yes state the process of treatment
In brief (separately)

- (b) Is the quality of effluent emanating
Either without or after treatment
approved by any authority

Yes/No

- (c) If approved, furnish the authority

(two certified copies to be served)

17. Is there any provision for disposal of

Already made Proposed to be made

- (a) Domestic effluent in public
Underground sewer –

Yes/No

Yes/No

- (b) Industrial effluent in public
Underground sewer-

Yes/No

Yes/No

- (c) Give the name of public authority
Owning the sewer.

18. is there any provision for disposal of

Already made Proposed to be made

- (a) Domestic effluent over land
for irrigation

Yes/No

Yes/No

- (b) Industrial effluent over land
for irrigation

Yes/No

Yes/No

- (c) Domestic effluent in the underground
Strata.

Yes/No

Yes/No

- (d) State the area of land used for
(a) above in hectares.

- (e) State the area of land used for
(b) above in hectares.

19. Give quantitative disposal of effluent in liters per day for the place mentioned below

		Domestic	Industrial	Mixed
i)	Stream/River.			
ii)	On lands for irrigation.			
iii)	On lands for percolation.			
iv)	Lake/pond.			
v)	Disposal in to stream/river, State.			
vi)	Ratio of volume of effluent to Receiving water at the point of discharge during the druent & the monsoon periods.			
vii)	Maximum safe carrying capacity of stream/river.			

20. Is there any provision for equalizing or holding lagoons for tanks to store the effluent during unfavorable stream or tidal conditions:-

		Already made	Proposed to be made
i)	Domestic effluent		
ii)	Industrial effluent		
iii)	Combined effluent		

21. Is sufficient land available/can be made available in case of disposal of pumping effluent or land will have to be considered? Yes/No

22. (a) Give details of composition of domestic/Industrial/combined effluents in respect Of the following:-

Effluent before treatment			Effluent after treatment		
At max dis.	At min dis.	At Ave dis.	At max dis.	At min dis.	At Ave dis.
(1)	(2)	(3)	(1)	(2)	(3)

- i. PH
- ii. Colour-units
- iii. Temperature °C
- iv. Suspended solids
 - a) Total mg/l
 - b) Fixed mg/l
 - c) Volatile mg/l
- v. Dissolved solids.
 - a) Total mg/l
 - b) Fixed mg/l
 - c) Volatile mg/l
- vi. Total Volatile Solids mg/l
- vii. (a) Ammoniacal Nitrogen mg/l
 - (b) Free Ammonia as NH₃
- viii. Nitrates (mg/l) N
- ix. Dissolved Oxygen mg/l
 - x. B.O.D.5. days 20 °C mg/l
 - xi. C.O.D.1 mg/l
 - xii. Oil and Greases mg/l

- xiii. Chloride (as Cl) mg/l
- xiv. Phosphates (P) mg/l
- xv. Phenolic compounds (as phenol) mg/l
- xvi. Cyanides (as CN) mg/l
- xvii. Sulphates (as SO₄) mg/l
- xviii. Sulphides (as S) mg/l
- xix. Sulphites (as SO₃) mg/l
- xx. Insecticides mg/l
- xxi. Total residual chlorine (as Cl₂) mg/l
- xxii. Flouride (as F) mg/l
- xxiii. Boron (as B) mg/l
- xxiv. Arsenic (as As) mg/l
- xxv. Barium (as Ba) mg/l
- xxvi. Percent sodium
- xxvii. Cadmium (as Cd) mg/l
- xxviii. Copper (as Cu) mg/l
- xxix. Lead (as Pb) mg/l
- xxx. Chromium
 - (a) as Cr., mg/l
 - (b) Hexa Valency (as Cr) mg/l
- xxxi. Mercury (as Hg) mg/l
- xxxii. Nicket (as Ni) mg/l
- xxxiii. Selenium (as Se) mg/l
- xxxiv. Silver (as Ag) mg/l
- xxxv. Zinc (as Zn) mg/l
- xxxvi. (a) Iron (as Fe) Manganese (as Mn) mg/l
 - (b) any other Metals, mg/l
- xxxvii. Carbon chloroforma Extracts
- xxxviii. (a) Pesticides (mg/l) (Name)
 - (b) Herbicides (mg/l) (Name)
- Coliform organisms
 - MPN, per 100 mg (Monthly average)
- xxxix. Bioassay for Toxic constituents
 - TL. 50 (96 hours)

Note: - (1) furnish a copy of the analysis report of representative samples carried out by a competent laboratory.

(2) Methods of determination as approved by the Board will be followed for determination of above mentioned parameters.

- 22. (b) is the effluent toxic? Yes/No
- (c) State if the Industrial effluent is having
 - (i) Unpleasant smell Yes/No
 - (ii) Irritating and/or harmful Yes/No

(iii) Corrosive Yes/No

(iv) With colour Yes/No

(d) Is there any sudden change of temperature exceeding 10 °C at any time.

24. (a) Are facilities available with the applicant for carrying out the following tests of waste waters.

		Existing	Proposed
i.	Physical	Yes/No	Yes/No
ii.	Chemical	Yes/No	Yes/No
iii.	Bacteriological	Yes/No	Yes/No
iv.	Toxicological	Yes/No	Yes/No

(b) If yes, details of equipment.

25. Has the Land/Premises, etc for which Application is made open?

Highly Pollutant Matter.
Toxic Organic inorganic Chrobiological

26. State details for solid water Seasonal Water, spillage, rejected materials.

Description Quality Method of disposal
Collection

Signature.....
Name and address of applicant on behalf of
.....
.....
Name and address of the firm.....
.....

Accompaniments:-

- 1) Flow sheet of effluent showing their origin treatment and disposal of effluent.
- 2) Layout plan of factory premises showing structure water supply lines storm drains, sewers for domestic and trade effluent treatment plant and disposal etc.
- 3) Details of outlets.
- 4) Description of manufacturing process with process flow sheet
- 5) Treatment plant details with drawing
- 6) Details of receiving water course/land/well
- 7) Total investment on the plant including the amount of capital invested, value of land, building and machinery.
- 8) Investment made on treatment units if any.

**EXPLANATORY NOTES FOR FILLING IN FORM AND THE
ANNEXURE**

The notes are given only for those items for which explanation is considered desirable. Other items are self explanatory.

Form

- 1) Here mention the name of the owner of the land/premises if other than the applicant industry or factory. If the land/premises belongs to the factory/industry, say self.
- 2) Here mention the date up to which the consent is sought for.
- 3) Here mention the local name of the river/stream/as may be applicable.

Annexure to Form

- “Outlet” -Means the arrangement for discharge of the effluent for which the consent is sought.
- “Discharge” - Means the effluent going out of the outlet.
- “Existing” -Means that which is in operation at the time of applying for consent.
- “New” -Means that will be brought into operation in future.
- “Altered” -Means that which has been modified due to change in quality and /or quantity of discharge arrangement at/or point of discharge etc.
- Item No.1 - Here give the name of the person who is authorized by the Institution/Industry/Factory/Local body etc. to transact their legal business.
- Item No. 2 - Here give the registered name of the Institution/Factory/Industry etc. under which the business is carried out.
- Item No. 5 -Here state the concerned institution such as Bureau of public Enterprises, under whose administrative control the factory/industry etc. is set up
- Item No. 6 - Applicable to only those areas which are prohibited areas such as the Ordinance factories, Mint etc.
- Item No. 13 - (B) State the method of measurement of hourly/daily maximum quantity of effluent i.e. by flow meters ventury meters, V notch, sump measurements, or approximately estimated etc.
- Item No. 16 - (A) If the effluent is treated, give separately the method of treatment and flow diagram of the treatment process.
- Item No. 16 - (B) here mention ‘YES’ if any other authority such as the local body, or Government department has already approved the discharge of effluent either with or without treatment, at the time of establishment of the factory/industry.
- Item No. 19 - Here give the quality of effluent of different types such as domestic industrial or mixed etc. proposed to be or is let into the stream/river, land etc, as may be applicable.
- Item No. 22 - (A) Analysis to be furnished shall cover as many parameters as are expected to be found in the effluent. If some of the parameters are not expected to be found say not applicable. If some other parameters than those listed under the item are expected the same may be mentioned at the end. The analysis shall be separately furnished for domestic/industrial and combined effluents.

Item No. 22

- (B) Here toxicity means that which is established by bioassay studies on fish, as per procedure given in the standard Methods.

Item No. 24

- This item is meant to cover highly polluting substances which do not ordinarily find way in the effluents, but are required to be handled in the premises, and which may, by accident, join the effluent in large quantities.

SCHEDULE-II

Form A-3

(See Rule - 27)

OFFICE OF THE MEGHALAYA STATE POLLUTION CONTROL BOARD SHILLONG

CONSENT FORM

Dated, Shillong, the

No.

Sub: Consent to..... for the discharge of effluent under section 25/26 of the Water (Prevention and Control of Pollution) Act, 1974.

Ref: Application No..... of dated (expiry date)

With reference to the above application for consent to discharge effluent into the natural water course well, sewer, on land under the Water (Prevention and Control of Pollution) Act, 1974, herein after referred to as the Act..... Is authorized by the Board to discharge its industrial and other effluents arising out of their premises into the local stream/river/well/sewer/land in accordance with the general and special conditions as mentioned in the Annexure.

2. This consent shall be valid for a period of 12 months only commencing from

Dated this day of 1992 for and on behalf of the Meghalaya State Pollution Control Board, Shillong.

Seal,

Enclosure Annexure

Member Secretary

ANNEXURE TO FORM A.2.

Enclosure to reference letter issued to:

M/S vide consent No..... dated

A. GENERAL CONDITIONS:

1. All discharges authorized shall be consistent with the terms and conditions of this consent. Facility expansions, production increases or process modifications which result in new or increased discharges of pollutants must be reported by submission of a new consent application. If such new or increased discharge does not violate the effluent limitations specified in this consent, it is to be reported by submission to the Board details of such new or increased discharges of pollutants in which case the consent may be modified to specify effluent limitations for any pollutants not identified and limited herein. The discharges of any pollutants more frequently than or at a level in excess of that identified and authorized by this consent shall constitute a violation of the terms and conditions of this consent.
2. After notice and opportunity for the hearing, this consent may be modified, suspended or revoked by the Board in whole or in part during its terms for cause including, but not limited to, the following: -
 - a) Violation of any terms and conditions of this consent;
 - b) Obtaining this consent by misrepresentation or failure to disclose fully all relevant facts;
 - c) A change in any condition that require temporary or permanent reduction or elimination of the authorized discharge.
3. Notwithstanding para (2) above if a toxic effluent standard or prohibition (including and schedule of compliance specified in such effluent standard or prohibition) is established for a toxic pollutant which is present in the discharge authorized herein and such standard or prohibition is more stringent than any limitation upon such pollutant in this consent, the consent shall be revised or modified in accordance with the toxic effluent standard or prohibition that the Board may consider and the applicant shall be so notified.
4. The applicant shall allow the staff of the Board for Prevention and Control of Water Pollution, Assam, and or their authorized representative, upon the presentation of credentials.
 - a) To enter upon the applicants premises where an effluent source is located or in which any records are required to be kept under the terms and conditions of this consent.
 - b) To have access to and copy at reasonable times any records required to be kept under the terms and conditions of this consent.
 - c) To inspect at reasonable times any monitoring equipment or monitoring method required in this consent; or
 - d) To sample at reasonable times any discharge or pollutant.
5. The applicant shall at all times maintain in good working order and operate as efficiently as possible all treatment or control facilities or systems installed or used by him to achieve compliance with the terms and conditions of this consent.
6. The issuance of this consent does not convey any property right in either real or personal property or any exclusive privileges, nor does it authorize any injury to private property or

any invasion of personal rights, nor any infringement of Central State or local laws or regulation.

7. This consent does not authorized or approves the construction of any physical structures or facilities or the undertaking of any work in any natural water course.
8. The specific effluent limitations and other pollution controls applicable to the discharge permitted herein are set forth below in specific conditions. Also set forth below are self monitoring and reporting, requirements. Unless otherwise specified the applicant shall submit duplicate original copies of all reports to the Board for prevention and Control of Water Pollution, Assam, Except for data determined to be confidential, all such reports shall be available for public inspection at the office of the Board for Prevention and Control of Water Pollution, Assam. Knowingly making any false statement on any such report may result in the imposition of criminal penalties as provided for in Section 12 of the Act.

B. SPECIAL CONDITIONS:

1. Initial effluent limitations- During the period beginning on the effective date of this consent and lasting untildischarge from out falls shall be limited and monitored by the applicant as specified below: -

a) The following shall be limited and monitored by the applicant as specified.

Effluent Characteristics	Limitation	Monitoring Requirements
	Frequency of measurement	Type of sample

*Daily/ Weekly/ Monthly

*Grab/ 24 hour composite.

In addition to above discharge shall be limited and monitored as specified below.

b) The P^H shall not be less than or greater than

2. Final Effluent Limitation: - During the period beginning and lasting until the date of expiry of this consent, discharge from the outfall shall be limited and monitored by the applicant as specified below:

a) The following shall limited and monitored by the applicant as specified.

Effluent Characteristics	Limitation	Monitoring Requirements
	Frequency of measurement	Type of sample

*Daily/ Weekly/ Monthly/Trimonthly

*Grab/ 24 hour composite.

Additionally outfalls shall be monitored as follows:

- a) The P^H shall not less than or greater than for outfall. The samples are taken samples.

3. Schedule of compliance of Effluent Limitation: - (a) The applicant shall achieve compliance with the effluent limitations specified above for discharge from outfalls in accordance with the following schedule: -

- i) Report of Progress
- ii) Completion of final plans by
- iii) Award of contract of other commitment of financing;
- iv) Commencement of construction by;
- v) Report of construction progress;
- vi) Completion of construction by;
- vii) Attainment of operational level by

b) The applicant shall submit to the consent issuing authority the required report of progress or where a specific action is required in (a) above to be taken by a certain date, a written notice of compliance or non-compliance with each of the above scheduled dates, post marked not later than 14 days following each elapsed date, each notice of non-compliance shall include the following information: -

- i) A short description of the non-compliance
- ii) A description of any action taken or proposed by the applicant to comply with the elapsed schedule requirement without further delay;
- iii) A description of any factors which tend to explain or mitigate the non-compliance; and
- iv) Probable date the applicant will comply with the elapsed schedule requirement and assessment of the possibility that the applicant will meet the next schedule requirement in time.

4. Compilation of Monitoring Data:- (a) Samples and measurements taken to meet the monitoring requirement specified above shall be representative the volume and nature of monitored discharged.

(b) Following promulgation of guidelines establishing test procedures for the analysis of pollutant, all sampling and analytical methods used to meet the monitoring requirements specified above shall conform to such guidelines. Unless otherwise specified sampling and analytical methods shall conform to the latest edition of the Indian Standard specifications and where it is not specified guide lines as per the latest edition of “Standard methods for Examination of water and waste water” of the American Public Health Association, New York, U.S.A., shall be used.

(c)The applicant shall take samples and measures to meet the monthly requirement specified above at the location indicated below:-

POINT OF SAMPLING:-

- (i) Outfall of waste.
- (ii) Meter from point of confluence down-stream, river or lake or

5. Recording of Monitoring activities and results :- (a) The applicant shall make and maintain records of all information resulting from monitoring activities required by this consent.
- (b) The applicant shall record for each measurement of samples taken pursuant to the requirements of the consent the following information:-
- 1) The date exact place and time of sampling;
 - 2) The dates on which analysis were performed;
 - 3) Who performed the analysis;
 - 4) The analytical technique or methods used; and the results of all required analysis.
- (c) If the applicant monitored any pollutant more frequently than is required by this consent he shall include the results of such monitoring in the calculation of reporting of values required to the discharge monitoring reports which may be prescribed by the Board. Such increased frequency shall be indicated on the Discharge monitoring Report form.
- (d) The applicant shall retain for minimum of five years all records of monitoring activities and results including all records of calibration and maintenance of instrumentation and original strip chart recording of retention shall be extended during the course of any unresolved litigation regarding the discharge of pollutants by the applicant or when required by Central or State Board.
6. Reporting of Monitoring Results :- (a) Monitoring information required by this consent shall be summarized and reported by submitting a Discharge monitoring report from duly filled in and signed to the Board(s) office.
- (b) Each Discharge monitoring Report submitted shall be signed as follows:-
- (i) If submitted by corporation by the Principal Executive Officer of at least the level of Vice President or his duly authorized, if such representative is responsible for the overall operation of the facility from which the discharged described in the Discharge Report originates.
 - (ii) If submitted by partnership, by a general partner
 - (iii) If submitted by a sole proprietor, by the proprietor,
 - (iv) If submitted by a Municipality, State or Central Government of other Public enterprise, by a principal Executive Officer ranking elected official, commanding officer, or other duly authorized employee.
- (c) All information submitted on the discharge monitoring form shall cover measurements and sampling carried out during the three previous calendar months. The first Discharge Monitoring Report shall be submitted for a period endingdays from the date of issue of consent. Thereafter, reporting periods shall end on last date of each month. The applicant shall submit a discharge monitoring report post-marked not later thanday of the month following each completed reporting period.

7. Limitation of discharge of oil and hazardous substances in harmful quantities.
The applicant shall not discharge oil in quantities defined as harmful in the consent. In addition, the applicant shall not discharge hazardous substance into natural water course in quantities defined as harmful in the consent given by the Board. Nothing in this consent shall be deemed to preclude the institution of any legal neither act on nor relieve the applicant from any responsibilities, liabilities or penalties to which the applicant is or may be liable.
8. Limitation of visible Floating Solids and Foam-During the period beginning “date of issuance” and lasting until the date of expiry of this consent the applicant shall not discharge floating solids of visible foam.
9. Disposal of Collected solids- (a) Intake Water Treatment: - Solids, Sludge’s, dirt, silt or other pollutants separated from or resulting from treatment of intake or supply water prior to use by the applicant shall be disposed of in such a manner as to prevent any pollutant from such materials from entering any such water. Any live fish, shell fish or other animals collected or trapped as a result of intake water screening or treatment may be turned to water body habitant.

b) Waste Water Treatment: - Solids, sludge’s, filter backwash or other pollutant removed from or resulting from treatment or control of waste water shall be disposed of in such a manner as to prevent any pollutants from such materials from entering natural water/well.
10. Non-Compliance with Effluent limitations: - (a) If for any reason the applicants does not comply with or will be unable to comply with any effluent limitations specified in this consent, the applicant shall immediately notify the consent issuing authority by telephone and provide the consent issuing authority with the following information in writing within 5 days if such notification: -
 - i) Cause of non-compliance.
 - ii) A description of the non-complied discharge including its impact upon the receiving waters;
 - iii) Anticipated time the condition of non-compliance if expected to continue or if such condition has been corrected the duration of period of non-compliance.
 - iv) Steps taken by the applicant to reduce and eliminate the non-complying discharge and
 - v) Steps to be taken by the applicant to prevent recurrence of non-compliance.
b) The applicant shall take all reasonable steps to minimize any adverse impact to natural waters resulting from non-compliance with any effluent limitation specified in this consent including such accelerated or additional monitoring as necessary to determine the nature and impact of the non-compliance discharge.

- c) Nothing in this consent shall be construed to relieve the applicant from civil or criminal penalties for non-compliance whether or not such non-compliance is due to factors beyond its control, such as requirement breakdown electric failure, accident, or natural disaster.

11. LIMITATION OF BATCH DISCHARGES: SPECIAL CONDITIONS.

12. PROVISION FOR ELECTRIC POWER FAILURE THE APPLICANT SHALL EITHER

- a) Not later than certify in writing to the consent issuing authority that the applicant has installed or provided for alternative electric power source sufficient to operate all facilities utilized by the applicant to maintain compliance with the terms and conditions of the consent: or
- b) Not later than 30 days after the effective date of this consent, certify in writing to the consent issuing authority that upon the reduction, less or failure of one or more of the primary sources of electric power to any facilities utilized by the applicant to maintain compliance with the terms and conditions of this consent, the applicant shall halt, reduce or otherwise control production and all discharges in order to maintain compliance with the terms and conditions of this consent.

13. PROHIBITION OF BY PASS TREATMENT FACILITIES: -

The diversion or by pass of any discharge from facilities utilized by the applicant to maintain compliance with the terms and conditions of this consent is prohibited except:

- i) Where unavoidable to prevent loss of life or severe property damage, or
- ii) Where excessive storm drainage or run off would damage any facilities necessary for compliance with the terms and conditions of this consent. The applicant shall immediately notify the consent issuing authority in writing of each such diversion or by pass in accordance with the procedure specified above for reporting non-compliance as per para 10 above.

14. SPILL PREVENTION AND CONTAINMENT PLAN: -

Within 90 days of the effective date of this consent the applicant shall prepare and submit to the consent issuing authority a spill prevention, containment, and counter measure plan for the facility covered by this consent. Such plan shall include the following information and procedure relating to the prevention of spills and unauthorized discharge of oil and hazardous substances;

- a) A description of a reporting system to be used to notify immediately persons responsible for management of the facility and appropriate State and Central authorities.
- b) A description of equipment of facilities (including over all facility) for the prevention, containment, or treatment of spills and unauthorized discharges;

- c) A list of all oil and hazardous materials used, processed or store at the facility including the normal quantity maintained on the premises for each listed materials;
- d) A brief description of any spills or unauthorized discharged which occurred during the 36 months period preceding the effective date of this consent and subsequent measures taken by the applicant to prevent or reduce the possibility further spills or unauthorized discharges; and
- e) An implementation schedule for additional equipment or facilities which might be required for sub para (b) above but which are not yet operational.

15. INTERIM EFFLUENT REQUIREMENT AND ANY OTHER CONDITIONS:

This consent shall become effective on the date of the issuing authority's signature. This consent and the authorization to discharge shall expire on midnight of The applicant shall not discharge after the date of expiry. The applicant shall submit such information forms and fees as required by the Board not late than 120 days prior to the above date of expiry for annual consent.

By order of Meghalaya State Pollution Control Board Shillong.

Member Secretary
Meghalaya State Pollution Control Board
Shillong

FORM 'B'
MEGHALAYA STATE POLLUTION CONTROL BOARD
SHILLONG
(Rule 31 (2))

NOTICE OF INSPECTION

Chairman
Shri

Member Secretary
Shri
.....
No.
Date.....

To
.....
.....

Take notice that for the purpose of enquiry under section 25/86 the following officers of the Board namely: -

- i) Shri
- ii) Shri
- iii) Shri

And person authorized by the Board to assist them shall inspect the

- a) Water works
- b) Sewage works
- c) Waste treatment plant
- d) Factory
- e) Disposal system
- f) Any other part thereof or pertaining thereto under management/ control on date's)

.....
..... betweenhours when all facilities requested by them for such inspection should be made available to them on the site. Take notice that refusal or denial to above stated demand under the functions of the Board shall amount to obstruction punishable under section 42 of the Act.

By Order of the Board
Chairman / Member Secretary

Copy to: - (1)
(2)
(3)

FORM 'C'
(Rule 33 (2))

Notice of information to have sample analyzed.
(Clause (a) Sub-Section (3) of section 21 of the Water Act, 1974)

To

.....
.....
.....

Take notice that it is intended to have analyzed the sample of water/ sewage effluent/ trade effluent which is being taken today the day of 19
..... from

Name and designation of the person who takes the sample.

() Here specify the stream well plant, vessel or place from where the sample is taken.

Copy to the Member Secretary
.....

Meghalaya State Pollution Control Board,
Shillong

FORM 'D'
(Rule 34)
REPORT BY THE BOARD ANALYST
(Sub-section 1 of section 22 of water Act, 1974)

Report No

Dated the 19.....

I hereby certify that I (i) Board Analyst duly appointed under sub-section 3 of section 53 of the Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974) received on the (ii) day of 19..... From (iii) a sample of for analysts. The sample was in a condition fit for analysis and is reported below.

I further certify that I have analyzed the above mentioned sample on (iv)

Declare the result of the analysis to be as follow: -

(v)
.....

The condition of the seals fastening and container on receipt was as follows: -

Signed thisday of19.....

(Signature)
Board Analyst

Address.....
.....

To
.....

Note: -

- i) Here write full name of the Board analyst.
- ii) Here write the date of receipt of the sample.
- iii) Here write the name of the Board or person or body of persons or officer from whom the samples was received.
- iv) Here write the date of analysis.
- v) Here write the details of the analysis and refer to the method of analyst. If the space is not adequate the details may be given on a separate sheet of paper.

FORM 'E'
(Rule 34 (3))
REPORT OF THE GOVERNMENT ANALYST
(Sub-section 3 of section 22 of the Water Act, 1974)

Report No.....
Dated, the

I hereby certify that I (i) Government Analyst duly appointed under subsection 2 of section 53 of the Water (Prevention and Control of Pollution) Act, 1971 received on the (ii) day of 19 From (iii) a sample offor analysis. The sample was in a condition fit for analyses and it reported below.

I further certify that I have analyzed the above mentioned sample on (iv)and declare the result of the analysis to be as follows: -

.....
.....

The condition of the seals fastening and container on receipt was as follows: -

Signed thisdate of19.....

(Signature)
Government analyst
Seal of Office

Address.....
.....

To
.....

Note: -

- i) Here write the full name of the Government Analyst.
- ii) Here write the date of receipt of the sample.
- iii) Here write the name of the Board or person or body of persons of officer from whom the sample was received.
- iv) Here write the date of analysis.
- v) Here write the details of the analysis and refer to the methods of analysis. If the space is not adequate the details may be given in a separate sheet or paper.

FORM 'F'
(See Rule 36)
MEMORANDUM OF APPEAL

BEFORE THE APPELLATE

AUTHORITY constituted under the Air (Prevention and Control of Pollution) Act, 1981
(Control Act 14 of 1981)

Appeal No..... of.....

Name and address of Applicant.

..... Meghalaya State Pollution Control Board
..... Shillong represented by its Member
..... Secretary Respondent

1. (a) Dated of order of the Board
(b) Date of Service of the order
(c) Address on which the appellant undertake to receive notices.

A copy of the order in question is attached hereto.

2. The facts of the case are as under:
(Here briefly mention the facts of the case)
3. The grounds of appeal are as under:
4. The reliefs claimed are as under:
5. Challan receipt No.....dated..... for Rs. 500 (Rupees
Five hundred only) evidencing payment of fee for appeal.

DECLARATION

I declare that the particulars given above are true to the best of my knowledge information and brief.

Date

Signature of the Appellant

.....

*Here mention the name of the Appellant Authority.

FORM 'G'
(See Rule 37 (1))

.....APPELLATE AUTHORITY Constituted under the
Air (Prevention and Control of Pollution) Act, 1981 (Central Act 14 of 1981)

Notice

Appeal No.....of Appellant

Meghalaya State Pollution Control Board, Shillong represented by its Member Secretary

Respondent

Whereas a memorandum of Appeal has been filed before this Authority under section 31 of the Air (Prevention and Control of Pollution) Act, 1981 (Central Act 14 of 1981) against the order No.....dated.....made by the Meghalaya State Pollution Control Board.

And whereas under sub-section (4) of section 31 of the Act. This Authority is required to give to the parties an opportunity of being heard;
Now therefore, please take notice that this Authority has fixedas the date of hearing of the aforesaid appeal. The hearing shall take place ata.m/p.m on that date at.....

You are hereby called upon to appear before this Authority at the appointed time, date and place, either in person or through a duly authorized agent, and explain your case. Please take notice that failure on your part to appear on the day of hearing without showing sufficient cause to the satisfaction of the authority will make the appeal liable to be dismissed or decided exparte.

Given under the hand and seal of the Appellate Authority atthis the
.....day of19.....

Signature

To

.....
.....
.....
.....

FORM NO. E-I

(See Rule 40 (1))

**CASH BOOK OF THE MEGHALAYA STATE POLLUTION CONTROL BOARD
SHILLONG**

Date of Receipt	Voucher No. of Receipt	From whom Received & on what account	Cheque Bank draft No.	Amount		-	Classification on of Receipt	Dated of payment	Voucher No.	To whom paid	Cheque & draft No.	Amount		Classification
				Cash	Bank							Cash	Bank	
Total Receipt									Total Payment					
Opening Balance									Balance in Hand					
Grand Total									Grand Total					

FORM - H - I

MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILLONG
DETAILED BUDGET ESTIMATES FOR THE YEAR

(See Rule 41 (1))

ADMINISTRATION

(Expenditure)

Head of Account	Actual for the past three years		Sanctioned estimate for the current year		Actual of five months of the current year	Actual of seven months of the previous year	Revised estimates for the current year	Budget estimates for the next year	Variations between columns 5 and 8	Variation between columns 8 and 9	Explanation for columns
	19	19	19	19	19						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

FORM No. H-III
(See Rule - 41(1))

MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILLONG
DETAILED BUDGET ESTIMATES FOR THE YEAR

ESTABLISHMENT

Statement of details of provision for pay of Officers/ Establishment for the year 19 - 19

(See Rule 39)

Name & Designation	Reference to page of estimate from	Sanctioned pay of the post			Amount of provision for the year at the rate in column (c)	Increment falling due within the year			Total Provision for the year i.e. Total of columns 4 and 5 (c)	Remarks
		Mini	Maxi	Actual		Dt. of increment	Rate of increment	Amount of increment for the year		
(1)	(2)	(a)	(b)	(c)	(4)	(a)	(b)	(c)	(6)	(7)

FORM NO. H – V
MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILLONG

Abstract of Nominal Rolls

(See Rule 41 (1))

Actual Sanctioned	Particulars of posts	Sanctioned Grant 19	Budget 19	Revised 19	Estimates 19	Budget 19	Estimate 19	Explanation for the difference between sanctioned budget Grant, Revised budget Grant, Revised Estimates and Budget
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	I. Officers: (a) Post filled (b) Posts vacant Total – I – Officers. II. Establishment: (a) Posts filled (b) Post vacant Total –II- Establishment III. Class IV: (a) Posts filled (b) Posts vacant Total –III – Class-IV							
Grant Total I, II and III								

FORM NO. H – VI
MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILLONG
Receipts and payment for the year ended
(See Rule – 44)

Previous year (1)	Receipts (2)	Previous year (3)	Payments (4)
I. Opening Balance i) Grant received a) From Government b) From other agencies II. Fees III. Fines and forfeitures IV. Interest on investments V. Miscellaneous receipts VI. Miscellaneous Advances VII. Deposits		I. Capital Expenditure i) Works ii) Fixed Assets iii) Other Assets a) Laboratory Equipment b) Vehicles c) Furniture and Fixtures d) Scientific Instruments and Office appliances. e) Tools and Plant f) II. Revenue Expenditure A. Administrative i) Pay of Officers ii) Pay of Establishment & Contingent staff iii) Allowance and Honoraria iv) Leave salary and pension contributions v) Boards contribution to staff Provident Fund, Pension and gratuity vi) Contingent Expenditure Deduct Recoveries	

		<ul style="list-style-type: none"> B. <ul style="list-style-type: none"> i) Board Laboratory ii) Charges to be paid to the Central Water Laboratory/ other laboratories C. Running and maintenance of vehicles D. Maintenance and Repairs: - <ul style="list-style-type: none"> i) Buildings and land Drainage ii) Works iii) Furniture and Fixtures Scientific iv) Scientific Instruments and Office appliance v) Tools and plants vi) Temporary works (including maintenance and repairs) E. Fees to members, consultants and specialists F. Legal charges G. Miscellaneous H. Fees for audit <ul style="list-style-type: none"> iii) Purchase iv) Miscellaneous v) Advances vi) Deposits 	
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Closing Balance

Total

.....
Accounts Officer

.....
Member Secretary

.....
Chairman

FORM NO. H – VII (See Rule 44)
MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILONG
ANNUAL STATEMENT OF ACCOUNT
Income and Expenditure Account for the year ended 31st March 19

Previous year	Expenditure	Details	Total of Sub-Head	Total of Major Head	Previous year	Income	Total Sub-Head	Total Major Head
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
REVENUE EXPENDITURE								
<p>A) Administration:</p> <p>i) Pay of Officers</p> <p>ii) Pay of establishment</p> <p>iii) Allowance and Honoraria</p> <p>iv) Leave salary and pension contribution</p> <p>v) Board's contribution to the staff provident fund pension/ gratuity</p> <p>vi) Contingent expenditure deduct recoveries</p> <p>B) Running expenses of Laboratories:</p> <p>i) Board's laboratory</p> <p>ii) Payment to be made to Central water laboratory/ other laboratories</p> <p>C) Maintenance and repair</p> <p>i) Buildings and Land Drainage</p>				<p>D) Grant Received</p> <p>a) From Government</p> <p>b) From other agencies</p> <p>Total</p> <p>Less</p> <p>Amount utilized for capital Expenditure.</p> <p>Net grant available for revenue expenditure</p> <p>II) Fees</p> <p>III) Service Rental charges</p> <p>IV) Fines and</p>				

<ul style="list-style-type: none"> ii) Works iii) Furniture and fixtures iv) Scientific instruments and office appliances v) Tools and plant vi) Temporary works (including Maintenance and repairs) D) Fees to consultant and specialists E) Legal charge F) Miscellaneous G) Fees for audit H) Depreciation <ul style="list-style-type: none"> i) Building ii) Laboratory Equipment iii) Vehicles iv) Furniture and fixtures v) Scientific appliances vi) Tools and Plants <ul style="list-style-type: none"> i) Write off of losses (as per details in the statement attached) ii) Other miscellaneous expenditure iii) Excess of income over expenditure 			Total	<ul style="list-style-type: none"> V) Forfeitures VI) Interest on investment VII) Miscellaneous receipts VIII) Excess of expenditure over income Total 				
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Accounts Officer

.....
Member Secretary

.....
Chairman

FORM NO. H – VIII
MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILLONG
ANNUAL STATEMENT OF ACCOUNTS

Balance Sheet as on 31st March 199

(See Rule 44)

Capital and Liabilities				Property and Assets			
Previous year	Details	Total of Sub-Head	Total of Sub-Head	Previous year	Details	Total of Sub-Head	Total Sub-Head
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A. Capital Fund				1. Works (As per Form F. IX)			
i) Grant received from Government for capital expenditure							
a) Amount utilized upto 31 st March 19							
b) Utilized balance on 31 st March							
ii) Grant from other agencies for capital expenditure							
a) Amount utilized upto 31 st March 19							
b) Utilized balance on 31 st March							
iii) Value of land provided by Government (per contra)							
B. Capital Receipts				2. Fixed Assets. (As per form F. X)			
				a) Value of land provided by Government at cost			

				b) Buildings-Balance as per last balance sheet Additions during year Total Less: Depreciation during the year Total			
C. (i) Deposits received for works from outside bodies Deposits Less expenditure (ii) other deposits				3. Other Assets: a) Laboratory equipment as per last year balance sheet Additions during the year Total Less depreciated during the year..... Total b) Furniture and fixtures As per last balance sheet Addition during the year Total Depreciation during the year Total			

				<p>c) Scientific Instruments and Office appliances As per last balance sheet Addition during the year Total</p> <p>Less Depreciation during the year</p> <p>d) Tools and Plants As per last balance sheet Addition during the year Total</p> <p>Less depreciation during the year Total</p>			
<p>D. Amount due</p> <p>i) Purchase</p> <p>ii) Others</p>				<p>4. Sundry Debtors: -</p> <p>i) Amounts due from outside bodies for expenditure incurred Expenditure - Less amount received-</p> <p>ii) Other sundry Debtors</p>			
<p>E. Excess of income over expenditure</p> <p>i) Upto 31st March 197</p> <p>ii) Add for the year</p> <p>iii) Deduct-excess of expenditure over income</p>				<p>5. Advances –</p> <p>a) Miscellaneous, Advances</p> <p>b) Other amount recoverable</p> <p>i) Notice/ Short term Deposits.</p> <p>ii) Cash at Bank</p>			

a) Laboratory equipment				iii) Cash at hand			
As per last balance				iv) Cash in transit			
Addition during the year							
Total							
Less Depreciation during the year							
.....							
Total							
TOTAL				TOTAL			

.....
Accounts Officer

.....
Member Secretary

.....
Chairman

MEGHALAYA STATE POLLUTION CONTROL BOARD, SHILLONG
ANNUAL STATEMENT OF ACCOUNTS

Expenditure on works as on 31st March, 197
(Item – I Assets of the Balance Sheet)

(See Rule 44)

Sl No.	Name of Work	Upto 31 st March 197			During the Year			Upto 31 st March 197		
		Direct Expenditure	Overhead charges	Total Expenditure	Direct expenditure	Overhead charges	Total Expenditure	Direct Expenditure	Overhead charges	Total Expenditure
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
TOTAL										

.....
Accounts Officer

.....
Member Secretary

.....
Chairman

**MEGHALAYA STATE POLLUTION CONTROL BOARD
SHILLONG**

(See Rule – 6)

ANNUAL REPORT FOR THE FINANCIAL YEAR APRIL 19 TO MARCH 31ST, 19

- CHAPTER – 1. Introduction
- CHAPTER – 2. Constitution of the Board including changes therein.
- CHAPTER – 3. Meeting of the Board with major decisions taken therein.
- CHAPTER – 4. Committee constituted by the Board and their activities.
- CHAPTER – 5. Monitoring network for air, water and soil quality.
- CHAPTER – 6. Present State of environment, environmental problems and countermeasures.
- CHAPTER – 7. Environmental Research.
- CHAPTER – 8. Environmental Training.
- CHAPTER – 9. Environmental Awareness and public participation.
- CHAPTER – 10. Environmental standards including time schedule for their enforcement.
- CHAPTER – 11.1 Prosecutions launched and convictions secured for environmental pollution control.
- 11.2 Directions given for closure of polluting industrial units.
- CHAPTER – 12. Finance and accounts of the Board.
- CHAPTER – 13. Annual plan of the following year.
- CHAPTER – 14. Any other important matter dealt with by the Board.

ANNEXURES: -

- 1) Members of the Board.
- 2) Organization chart.
- 3) Staff strength including recruitment.
- 4) Publications.
- 5) Training courses/ Seminars/ Workshops organized or attended.
- 6) Consents to establish industries, operation and processes issued/ refused.
- 7) Consents to operate industries operation and processes issued/ refused.