



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಾಲಿನ್ಯ ನಿಯಂತ್ರಣ ಮಂಡಳಿ

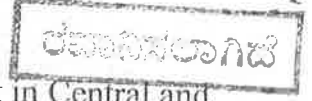
Karnataka State Pollution Control Board

"ಪರಿಸರ ಭವನ", 1 ರಿಂದ 5ನೇ ಮಹಡಿಗಳು, ನಂ. 49, ಚರ್ಚ್ ಸ್ಟ್ರೀಟ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ ರಾಜ್ಯ, ಭಾರತ
"Parisara Bhavan", 1st to 5th Floor, # 49, Church Street, Bangalore - 560 001, Karnataka State, India

No: KSPCB/21./COC/2022-23/ 7244

Date: 30 JAN 2023

OFFICE MEMORANDUM



Sub:- Roles and responsibilities of all the Scientific officers working in Central and Regional Laboratories of the Board- reg.

Ref: 1. Proceedings of the 238th Board Meeting held on 14th December, 2022.

2. Board Memo No: KSPCB/238th BM/CC/2022-23/6438, Dated: 26.12.2022.

In the 238th Board Meeting held on 14.12.2022, roles and responsibilities of all cadres of Scientific staffs viz., Chief Scientific Officer, Senior Scientific Officer, Scientific Officer, Deputy Scientific Officer, Assistant Scientific Officer and Scientific Assistant have been approved. All the Scientific staffs shall follow the roles and responsibilities as below.

Further, all Officers have to act according to the roles and responsibilities fixed. In case of lapses, action will be initiated as per Karnataka Civil Service Rules.

Chief Scientific Officer (CSO)

The Chief Scientific Officer (CSO) is the highest level of officer among the Board scientific staff and the post of CSO is at present in Central Environmental Laboratory-1 Nisarga Bhavan, Bengaluru. The CSO is monitoring the progress of all the 9 Laboratories and reporting to Member Secretary and Chairman of the Board.

- Administrative and Financial functions of Central environmental Laboratory.
- Supervise the functioning of Central and Regional Laboratories including Quality Assurance and performance and conduct periodic meetings with them.
- Has overall responsibility for all scientific matters of the Board and render advice on analytical issues.
- Coordination among and between Technical Sections and Central and Regional Laboratories. Conduct periodic meetings.
- To plan and convene meetings of Laboratory Committee, Sole Source Committee & Research and Development Advisory Committee
- Represent the Board in meetings related to scientific matters at the State and Central Level.
- To authorize scrutiny of annual stock viz environmental equipments, chemicals, glassware, filter papers and consumables.

- Conduct routine and surprise inspection of any Laboratory or Scientific section of the Board for maintenance of QA and QC Status of the Laboratory.
- Approval of Quality manual, Quality System procedures, EOP and SOPs.
- CSO is responsible for obtaining Approval of Quality Policy and Quality Objectives;
- Plan and conduct workshops on analytical matters.
- Call for any records and statistics for verification from subordinate officers on scientific matter.
- Conduct routine and surprise inspection of Regional Laboratories of the Board in their jurisdiction/authority.
- Conduct inspection of any industry or organization in the State to verify compliance during episodal pollution.
- To plan and review the Awareness activities at the zonal and regional level.
- Establish a system to support the scientific function of the Board in terms of developing new software for efficient functioning of the Board and propose training programmes for capacity building of the scientific staff.
- Correspondence on scientific matters with the CPCB and other SPCBs with the approval of the Chairman/Member Secretary.
- Correspondence on policy matters with State Govt. & MoEF with the approval of the Chairman/Member Secretary.
- Exercise the power delegated in respect of administrative/financial matters as delegated by Board from time to time.
- Act as Appellate Authority/PIO under RTI Act (as per the orders issued from time to time)
- Write the Annual Performance Reports of the subordinate staff of the jurisdictional SSOs/SOs/DSOs/ASOs/SAs/other Staff (as per the orders issued from time to time).
- To sanction Causal Leave to all the sub-ordinate working under him/her.
- To issue Notices, Memo's to the erring staff working under his/her authority and make recommendations to the higher authority for further action as per CCA Rules.
- Carryout any other work as may be entrusted by the Board/Chairman.
- To approve tour programmes of scientific staffs.

SENIOR SCIENTIFIC OFFICER (SSO) at Central Environmental Laboratory-1

- To function as the Head of a Section/Sections in Central Laboratory and responsible for day- to-day- functions of the sections allotted.
- Attend legal cases to High Court/Supreme Courts/ NGT/Appellate Authority after due approval from the higher authorities pertaining to the analysis of legal samples.

- Collect, Compile, maintain and update all statistical data of the region and preparation of periodic reports. Also take up regional studies on environmental issues.
- Responsibility for implementation of ISO/IEC 17025:2017 standard.
- Implementation of corrective & preventive actions required to assure the effectiveness of system
- Ensuring the availability of all equipments in working status; document control; and holding master copies; Responsible to take immediate Corrective & Preventive actions on any lapses, deviations, and mistakes from the system, which are duly recorded, in the respective document kept for this specific purpose
- Responsible to plan, schedule and conduct internal Audits, follow up non-conformities towards analysis, identification of root cause, and corrective and preventive actions, auctioning the same and reviewing the effectiveness of LMS.
- Complaints and Customer feedback are brought to the notice of top management and progresses of actions are put up.
- Responsible to coordinate and present a detail of systematically collected, compiled and summarized information to top management for analysis and seeks directions & responsibilities with time frames for implementation plan to organize as secretary to the Management Review Meeting.
- Coordinates for quality control checks, Inter Laboratory Comparison and proficiency tests.
- Responsible for up gradation in technical competency of testing personnel and for Co-ordination with NABL wherever required.
- To plan Research & Development activities as per the R&D advisory committee.
- Plan and continually improve the Laboratory quality management system.
- Develop and standardize the new analytical tests and techniques with respect to analysis of environmental samples.
- Correspond with Regional Laboratories.
- Responsible for implementation of accreditation and certification to all Board Laboratories required by MoEF.
- Conduct inspection of any industry or organization in the State to verify compliance during episodal pollution.
- To write APRs of subordinate staff of the section (as per the orders issued from time to time).
- To act as Appellate Authority/PIO as per RTI Act (as per the orders issued from time to time)
- Carryout any other work as may be entrusted by the Board/Chairman/Member Secretary/Chief Environmental Officer/Chief Scientific Officer.
- Review assessment and collection of analysis charges.

SENIOR SCIENTIFIC OFFICER (SSO) at Central Environmental Laboratory-2, Regional Laboratory, Mysuru & Kalaburagi

The SSO Apart from carrying out Roles and responsibilities as laid down for SSO at Central Environmental Laboratory-1 is heading the Central Environmental Laboratory-2 at Davanagere, Regional Laboratories at Mysuru and Kalaburagi and reporting directly to Chief Scientific Officer in CEL-1 Bengaluru and carrying out function of Laboratory by analysis of the samples collected by Regional Offices as per jurisdiction and reporting to the respective Environmental Officers of the Regional Office.

SCIENTIFIC OFFICER (SO) at Central Environmental Laboratory-1

- Monitoring the functions of the subordinate DSOs in the respective Regional Laboratories ensuring effective enforcement of all Acts and Rules.
- Conduct periodic regional laboratory meetings to review the progress.
- Develop and standardize the new analytical tests and techniques with respect to analysis of environmental samples.
- Ensuring the availability of all equipments in working status; document control; and holding master copies; Responsible to take immediate Corrective & Preventive actions on any lapses, deviations, and mistakes from the system, which are duly recorded, in the respective document kept for this specific purpose
- Collect, Compile, maintain and update all statistical data of the region and preparation of periodic reports. Also take up regional studies on environmental issues.
- Plan and review training activities for scientific staff of regional laboratories.
- To regularly have interaction with other Zonal SEOs and REOs with respect to upgrade the regional laboratory issues.
- Planning and procurement of environmental, analytical equipments, chemicals, glassware, filter papers and consumables.
- Preparation verification and finalizations of specifications for the environmental equipments, chemicals, glassware, filter papers and consumables.
- To develop a library/e-library and the concerned laboratory.
- To review update and maintenance of documents viz environmental journals, periodicals, standard methods, Acts, rules and administrative laws.
- Responsible for implementation of accreditation and certification to all Board Laboratories required by MoEF.
- Attend legal cases to High Court/Supreme Courts/ NGT/Appellate Authority after due approval from the higher authorities.
- Review assessment and collection of analysis charges.
- Conduct inspection of any industry or organization in the State to verify compliance during episodal pollution.
- Periodical Review of activities of Regional Laboratory including records maintenance.

- To exercise to powers as delegated for enforcement of the Act and the Rules as issued from time to time.
- Carry out any other work assigned by Board/Chairman/Member Secretary/ Chief Scientific Officer.
- Correspondence on scientific matters with the CPCB with the approval of the Chairman/Member Secretary/Chief Scientific Officer.
- Maintenance of statistics pertaining to the allocated jurisdiction.

SCIENTIFIC OFFICER (SO) at Regional Laboratories in Dharwad, Belagavi, Raichur, Hassan and Mangaluru

The SO Apart from carrying out Roles and responsibilities as laid down for SO at Central Environmental Laboratory-1 is heading the Regional Laboratory at Dharwad, Belagavi, Raichur, Hassan and Mangaluru and reporting directly to Chief Scientific Officer in CEL-1 Bengaluru and carrying out function of Laboratory by analysis of the samples collected by Regional Offices as per jurisdiction and reporting to the respective Environmental Officers of the Regional Office.

DEPUTY SCIENTIFIC OFFICERS (DSO) at Central Laboratory-1 & 2 and Regional Laboratories

- Over all supervision of work carried out by testing and other personnel
- Planning of test and Evaluation of Results
- Scrutinizing and approving all Test Certificates and reviewing of all LMS documents
- Authorization signatory for Chemical test reports
- Supervision and reviewing requirements by establishing an internal quality control system of the respective section so that the quality of test results can be substantiated.
- Ensuring the validity of results by following quality control procedures, validation and uncertainty measurements and custodian of technical records.
- Coordinates for quality control checks, Inter Laboratory Comparison and proficiency tests.
- Attend legal cases to High Court/Supreme Courts/ NGT/Appellate Authority after due approval from the higher authorities pertaining to the analysis of legal samples.
- Ensures that respective scientific staff are following safety regulations.
- Responsible for up gradation in technical competency of testing personnel and for Co-ordination with QM wherever required.
- Other works entrusted by higher authorities from time to time
- Training and capacity building.
- To attend awareness programme/seminar/workshop on environmental safeguards.
- To plan and conduct in-house training subordinate scientific staffs and evaluation of competence.

ASSISTANT SCIENTIFIC OFFICERS (ASO) at Central Laboratory-1 & 2 and Regional Laboratories

- To carry out the functions under the Water, Air and Environment(Protection) Act as government analyst and Board analyst.
- Analysis of environmental samples, preparation of test reagents and standardization of solutions that are required for test jobs
- Maintenance of instruments logbooks, registers etc.,
- Initial file processing and maintenance of files pertaining to the section
- Performing QA/QC activities of analytical work.
- Attend legal cases to High Court/Supreme Courts/ NGT/Appellate Authority after due approval from the higher authorities pertaining to the analysis of legal samples.
- Authorized signatory when necessary
- Other work entrusted by higher authorities from time to time.
- To plan and conduct in-house training subordinate scientific staffs and evaluation of competence.

SCIENTIFIC ASSISTANT (SA) at Central Laboratory-1 & 2 and Regional Laboratories

- Analysis of environmental samples
- Preparation test reagents and standardization of solution required for test jobs.
- Maintenance of instruments of logbook, registers
- Entering the analytical data in the concerned registers
- Other work entrusted by higher authorities time to time.
- QA/QC activities of analytical work.


Member Secretary

Karnataka State Pollution Control Board

To:

1. The Chief Scientific Officer,
2. The Senior Scientific Officer's,
3. All the Scientific Officers, Deputy Scientific Officers, Assistant Scientific Officers and Scientific Assistants CEL-1 & 2, and Regional Laboratories.

Copy submitted to: All S.O's

1. The TO to Chairman
2. The PA to Member Secretary
3. The Chief Administrative Officer
4. The Chief Finance Office
5. Law Officer
6. Public Relation Officer
7. Website. (S.O. & Consultant)