



GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF SCIENCE, TECHNOLOGY AND ENVIRONMENT
PUDUCHERRY POLLUTION CONTROL COMMITTEE
PUDUCHERRY COUNCIL FOR SCIENCE AND TECHNOLOGY
PUDUCHERRY COASTAL ZONE MANAGEMENT AUTHORITY
STATE ENVIRONMENT IMPACT ASSESSMENT AUTHORITY

CITIZENS CHARTER

ADDRESS : **III FLOOR PHB BUILDING**
ANNA NAGAR,
PUDUCHERRY – 605005.

PHONE : **(0413-2201256)**

TELEFAX : **(0413) 2203494**

WEBSITE : **dste.py.gov.in**

E-MAIL : **dste.pon@nic.in ; ppcc.pon@nic.in**

VISION AND MISSION

Vision

- To create scientific awareness among the general public and students.
- To extend support in carrying out research projects / studies.
- To conserve and protect the environment of this Territory.

Mission

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- Popularization of science and scientific technologies.
- Promotion of technology transfer from lab to land.
- Facilitation of scientific research by way of grants for better applied research.
- To plan, promote, coordinate and oversee the implementation of environmental protection and conservation programmes

MAIN SERVICES/ TRANSACTION

| | Services/Transaction | Weight in % | Responsible Person (Designating) | Email | Phone | Process | Document Required* | Fees | | |
|----|--|-------------|---|-----------------|--------------|--|--|----------|------|--------|
| | | | | | | | | Category | Mode | Amount |
| 1. | Grant-in-Aid to research projects of Educational / Research Institutions | 6 | Dr. R. Sagaya Alfred, Senior Scientific Officer | dste.pon@nic.in | 0413-2201256 | Application received will be scrutinized and shortlisted by Expert Committee | Filled Application as of in prescribed format forwarded by the Head of the Institution | NA | | |
| 2. | Presentation of Best Science Student Award | 5 | Dr. R. Sagaya Alfred, Senior Scientific Officer | | | Merit List from the Education Dept obtained and 3 toppers are selected | NA | | | |
| 3. | Release of partial financial assistance for conduct of Conference, Workshop, Seminars, Colloquia etc | 5 | Dr. R. Sagaya Alfred, Senior Scientific Officer | | | Proposal to be submitted with details with last 3 years audited report | Proposals to be submitted with requisite details of program and financial assistance atleast 3 months in advance | NA | | |
| 4. | Release of Travel Grant | 4 | Dr. R. Sagaya Alfred, Senior Scientific Officer | | | Application received will be scrutinized on case to case basis as per the norms prevailing for release of travel grant | Application as per the form available in the Department Website is to be submitted atleast 3 month in advance | NA | | |

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|----|---|---|--|-----------------------|--------------|---|---|--------------|
| 5. | Conferment of Environment Award | 6 | Dr. V. R. Sumathi, Scientist | | | Application received from NGO and individual working in the field of Environment will be scrutinized and shortlisted by selection committee once in 3 years | Filled Application in prescribed format along with supporting document of work completed in the field of Environment Protection, Conservation & Awareness | NA |
| 6. | Conferment of Green Award | 6 | Dr. N. Ramesh, Senior Environmental Engineer | evergreen41@gmail.com | 94433 29141 | Application received from Industries will be scrutinized and shortlisted by selection committee once in 3 years | Filled Application in prescribed format along with supporting document of green initiatives carried out by the firm | NA |
| 7. | Issue of Consent to Establish under Water and Air Act | 6 | A.S.P.S. Ravi Prakash, Member Secretary | ppcc.pon@nic.in | 94437 16026 | Ascertaining site suitability, evaluation of process, environmental impacts and pollution control measures | Application in Form-I and Form XIII under Air and Water Act respectively under Online Consent Management & Monitoring System (OCMMS). | Annexure-I |
| 8. | Issue of Consent to Operate under Water and Air Act | 5 | A.S.P.S. Ravi Prakash, Member Secretary | | 0413-2201256 | Ensuring compliance of Consent to Establish conditions | Application in Form-I and Form XIII under Air and Water Act Respectively under Online Consent Management & Monitoring System (OCMMS). | Annexure – I |
| 9. | Issue of Renewal of Consent to Operate | 6 | A.S.P.S. Ravi Prakash, Member Secretary | | | Ensuring compliance of Consent to Operate conditions and emission/discharge standards | Application in Form-I and Form XIII under Air and Water Act respectively under Online Consent Management & Monitoring System (OCMMS). | Annexure – I |

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|-----|---|---|--|-----------------|--------------|--|------------------------|----|----|---------|
| 10. | Issue of Authorization under Municipal Solid Waste (Handling and Management)Rules, 2000 | 5 | Dr. N. Ramesh, Senior Environmental Engineer | | | Ensuring compliance of The solid waste Management Rules 2016 | Application in Form-I | NA | | |
| 11. | Issue of Authorization under Bio-medical Waste (Handling and Management)Rules, 1998 | 6 | Dr. N. Ramesh, Senior Environmental Engineer | | | Ensuring compliance of Bio-Medical Waste Management Rules, 2016 | Application in Form-I | NA | NA | Rs.1500 |
| 12. | Issue of Authorization under Hazardous Waste(Management, Handling and Transboundary Movement) Rules, 2008 | 6 | Dr. N. Ramesh, Senior Environmental Engineer | | | Ensuring compliance of Hazardous and other Wastes (Management & Transboundary Movement) Rules 2016 | Application in Form-I | NA | NA | Rs.7500 |
| 13. | Issue of Authorization under E-waste (Management & Handling) Rules, 2011 | 5 | Dr.N.Ramesh, Senior Environmental Engineer | ppcc.pon@nic.in | 0413-2201256 | Ensuring compliance of E- Waste Management rules Rules 2016 | Application in Form-I | NA | | |
| 14. | Issue of Authorization/Registration under Plastics Waste (Management and Handling) Rules, 2011 | 4 | Dr.N.Ramesh, Senior Environmental Engineer | | | Ensuring compliance of Plastic Waste Management Rules, 2016 | Application in Form-I | | | |
| 15. | Issue of Authorization under Batteries (Management and Handling) Rules, 2001 | 4 | A.S.P.S. Ravi Prakash, Member Secretary | | | Ensuring compliance of Batteries Rules, 2001 | Application in Form-IV | | | |
| 16. | Industrial Emission/Discharge & Monitoring | 7 | Dr. V.R Sumathi, Scientist | dste.pon@nic.in | | Ensuring compliance of Environmental standards stipulated and Environment Acts and Rules | NA | | | |

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|-----|--|---|---|-----------------|--|--|--|----|----|--|
| 17. | Issue of Environmental Clearances | 7 | A.S.P.S. Ravi Prakash, Member Secretary | dste.pon@nic.in | | Formulation of Terms of Reference and Scrutinizing of Environmental Impact Assessment Report and convening of public hearing if required | Application in Form I through Online Environmental Clearance Web Portal. | NA | NA | Rs. 50,000 for convening of public hearing if required |
| 18. | Issue of clearances under Costal Regulation Zone | 7 | A.S.P.S. Ravi Prakash, Member Secretary | dste.pon@nic.in | | | Application in Form I with details of proposal sitemap marked in 1:4000 prepared by authorized agency [#] | NA | | |

*Relevant Application forms can be downloaded from the website: www.dste.py.gov.in

#The list of authorized agency can be seen at www.dste.py.gov.in

OCMMS Application Link: <https://ponocmms.nic.in/>

Environmental Clearance Application Link: <http://environmentclearance.nic.in/>

CITIZEN CHARTER FOR DEPARTMENT OF SCIENCE, TECHNOLOGY AND ENVIRONMENT**SERVICE STANDARD**

| SL. NO | SERVICE/TRANSACTION | SERVICE WEIGHT | SUCCESS INDICATORS | SERVICE STANDARD | UNIT | DATA SOURCE |
|---------------|--|-----------------------|---|-------------------------|-------------|--|
| 1. | Grant-in-Aid to research projects of Educational / Research Institutions | 6 | Circulars issued to academic institutions and also put up on website. Impartial Scientific based evaluation by the Expert Committee | 90 | days | for Department - http://dste.py.gov.in for PPCC - http://dste.py.gov.in/ppccmain.htm for PCS&T – http://dste.py.gov.in/PCSTMAINPAGE.htm |
| 2. | Presentation of Best Science Student Award | 5 | List obtained from Director of School Education based on the actual marks | 90 | | |
| 3. | Release of partial financial assistance for conduct of Conference, Workshop, Seminars, Colloquia etc | 5 | Throughout the year, proposals are entertained as and when it is received. Proposed format available on the website | 90 | | |
| 4. | Release of Travel Grant | 4 | Throughout the year, proposals are entertained as and when it is received. Proposed format available on the website | 90 | | |
| 5. | Conferment of Environment Award | 6 | Publication of advertisement inviting nomination for the award | 60 | | |
| | | | Uploading the proceedings /brochures containing the details of the award within the prescribed period | 30 | | |
| | | | Publication of advertisement announcing the award | 30 | | |

| | | | | | | | |
|-----|---|---|---|-----|------|--|--|
| 6. | Conferment of Green Award | 6 | Publication of advertisement inviting nomination for the award put on the website. | 60 | days | for PCZMA – http://dste.py.gov.in/PCZMAHOME.htm | |
| | | | Uploading the proceedings /brochures containing the details of the award within the prescribed period | 30 | | | |
| | | | Publication of advertisement announcing the award | 30 | | | |
| 7. | Issue of Consent to Establish | 6 | Recommendations/decision on the proposals based on the pollution potential within the prescribed time frame. The inter-departmental committee takes transparent decision making. The minutes are put on the website | 120 | | days | for SEIAA – http://dste.py.gov.in/SEIAA/SEIAAHOME.htm |
| 8. | Issue of Consent to Operate | 5 | Compliance of the Consent to Establish conditions and measures taken to control the pollution. The inter-departmental committee takes transparent decision making. The minutes are put on the website | 120 | | | |
| 9. | Issue of Renewal of Consent | 6 | On Compliance of the Consent to operate conditions and fulfilling the emission/discharge standards stipulated under the Environmental Protection Rules | 120 | | | |
| 10. | Issue of Authorization under Municipal Solid Waste (Handling and Management)Rules, 2000 | 5 | Disposal of proposal within the prescribed time frame | 45 | | | |
| 11. | Issue of Authorization under Bio-medical Waste (Handling and Management)Rules, 1998 | 6 | Disposal of proposal within the prescribed time frame | 90 | | | |
| 12. | Issue of Authorization under Hazardous Waste(Management, Handling and Transboundary Movement) Rules, 2008 | 6 | Disposal of proposal within the prescribed time frame | 120 | | | |

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|-----|--|---|---|-----|--|--|
| 13. | Issue of Authorization under E-waste (Management & Handling) Rules, 2011 | 5 | Disposal of proposal within the prescribed time frame | 90 | | |
| 14. | Issue of Authorization under Plastics Waste (Management and Handling) Rules, 2011 | 4 | Disposal of proposal within the prescribed time frame | 90 | | |
| 15. | Issue of Authorization under Batteries (Management and Handling) Rules, 2001 | 4 | Disposal of proposal within the prescribed time frame | - | | |
| 16. | Industrial Emission/Discharge & Monitoring | 7 | Vigilance and Compliance of Environmental Standards | 7 | | |
| 17. | Issue of Environmental Clearances: Decision on Environmental Clearances under EIA Notification 2006 in respect of projects covered thereunder. | 7 | A comprehensive and science based decision on request for Environmental clearance | 255 | | |
| 18. | PCZMA: Decision on clearances under Costal Regulation Zone Notification 2011 | 7 | A comprehensive and science based decision on request for CRZ clearance | 60 | | |

GRIEVANCE REDRESS MECHANISM

In case of any public complaint on Pollution aspects and in case of non-compliance of the service standards, the service recipients / stakeholders can contact the following Officer for redress of their grievance:

- | | |
|--|--|
| <p>i) The Director, Department of Science Technology and Environment, 3rd Floor, PHB Building, Anna Nagar, Nellithope, Puducherry – 605 005 Phone: 0413-2201256 Fax – 0413 – 2203494 Email: dste.pon@nic.in.</p> | <p>ii) The Member Secretary, Puducherry Pollution Control Committee 3rd Floor, PHB Building, Anna Nagar, Nellithope, Puducherry – 605 005 Phone: 0413-2201256 Fax – 0413 – 2203494 Email: ppcc.pon@nic.in.</p> |
|--|--|

ESCALATION OF GRIEVANCE

In case the grievance public complaint is not redressed properly, the same can be taken up at higher level to the following authority:

- | | |
|--|--|
| <p>i) The Secretary (Science, Technology and Environment) Government of Puducherry Chief Secretariat, Puducherry - 605001 Phone: 0413-2334484, 2233306 Email: secyfy.pon@nic.in.</p> | <p>ii) The Chairman, Puducherry Pollution Control Committee 3rd Floor, PHB Building, Anna Nagar, Nellithope, Puducherry – 605 005 Phone: 0413-2201256 Fax – 0413 – 2203494 Email: ppcc.pon@nic.in.</p> |
|--|--|

Time Limit: All complaints received shall be processed and brought to logical conclusion within 60 days

List of Clients

| SL.NO | ORGANIZATION | CLIENTS |
|--------------|---|--|
| 1 | Department of Science, Technology and Environment | NGOs, Self Help Groups, Students, Industrial and Commercial Entrepreneurs, Government Agencies |
| 2. | Puducherry Pollution Control Committee | Industries & Commercial Entrepreneurs, NGOs, Public |
| 3. | Puducherry Council for Science & Technology | Educational Institutions, Universities,. Students, Research Scholars |
| 4. | Puducherry Coastal Zone Management Authority | Government Agencies, Industries, Commercial Entrepreneurs, Coastal community |
| 5. | State Environment Impact Assessment Authority | Industrial and Commercial Entrepreneurs, Government Agencies |

LIST OF RESPONSIBILITY CENTERS/ AUTONOMOUS INSTITUTIONS AND SUBORDINATE ORGANIZATIONS

| SL.NO | RESPONSIBILITY CENTERS/ AUTONOMOUS INSTITUTIONS AND SUBORDINATE ORGANIZATIONS | OFFICER CONCERNED | LANDLINE NUMBER | FAX | ADDRESS | EMAIL |
|--------------------------------|--|--|------------------------|--------------|---|---------------------------|
| 1. | Department of Science, Technology and Environment | A.S.P.S. Ravi Prakash, Director | 0413-2201256 | 0413-2203494 | III Floor, PHB Building, Anna Nagar, Puducherry-5 | dste.pon@nic.in |
| AUTONOMOUS INSTITUTIONS | | | | | | |
| 1. | Puducherry Pollution Control Committee | A.S.P.S. Ravi Prakash, Member Secretary | 0413-2201256 | 0413-2203494 | III Floor, PHB Building, Anna Nagar, Puducherry-5 | ppcc.pon@nic.in |
| 2. | Puducherry Coastal Zone Management Authority | | | | | dste.pon@nic.in |
| 3. | State Level Environment Impact Assessment Authority | | | | | pondyseiaa@rediffmail.com |
| 4. | Puducherry Council For Science And Technology | | | | | dste.pon@nic.in |

INDICATIVE EXPECTATIONS FROM SERVICE RECIPIENTS

| S. No. | Indicative Expectations from Service Recipients |
|---------------|---|
| 1. | To provide proposals complete in all respects with requisite documents containing correct and reliable information |
| 2. | Timely submission of information and clarification as required |
| 3. | Submission of applications for Environment Clearance / CRZ Clearance / Consent to Establish and Operate and other Authorizations as per prescribed format and standard as envisaged in the Act/Rules. |
| 4. | Fulfillment of the various conditions stipulated in the Environment Clearance / CRZ Clearance / Consent to Establish and Operate and other Authorizations and submission of compliance reports / returns / statements as required under the clearance , Act and Rules in time |
| 5. | To participate in environmental awareness programmes run by the Government and various agencies. |
| 6. | Proper & timely submission of utilization certificates (UCs) in prescribed format for funds released under various programmes. |
| 7. | To keep proper financial records and data of the financial assistance received from the Department |
| 8. | Timely submission of Report on physical and financial progress for funds released under various programmes. |
| 9. | To update regularly on the policies and programmes of the Department |
| 10. | To provide valuable suggestions / feedbacks for improvement of quality of services. |
